# Minnesota Nurse Aide

## CANDIDATE HANDBOOK




**Version:** 9.0
**Updated:** November 10, 2026
**Effective:** January 1, 2027

***THE FOLLOWING SKILL TASKS HAVE BEEN EDITED, WITH CHANGES IN RED FONT:***

ASSIST RESIDENT TO AMBULATE USING A GAIT BELT
DRESS RESIDENT WITH AN AFFECTED (WEAK) SIDE
MODIFIED BED BATH – FACE AND ONE HAND, ARM AND UNDERARM
POSITION RESIDENT IN BED ON SIDE
RANGE OF MOTION EXERCISE FOR KNEE AND ANKLE
RANGE OF MOTION EXERCISE FOR ONE SHOULDER
PIVOT-TRANSFER RESIDENT FROM BED TO WHEELCHAIR USING A GAIT BELT

# CONTACT INFORMATION

| QUESTIONS REGARDING: | CONTACT: | HOURS AND PHONE NUMBERS: |
|---|---|---|
| • testing process<br>• test scheduling<br>• eligibility to test | **D&S Diversified Technologies (D&SDT)**<br>**Headmaster**<br>P.O. Box 6609<br>Helena, MT 59604<br>Email: **minnesota@hdmaster.com**<br>Website: **www.hdmaster.com**<br>Minnesota NA TMU Websites:<br>MN State: **https://mn.tmutest.com**<br>In-Facility: **https://mr.tmutest.com** | Monday through Friday<br>7:00AM to 6:00PM<br>Central Time<br>**Phone: (800) 393-8664**<br>Fax: (406) 442-3357 |
| QUESTIONS REGARDING:<br>• obtaining information on official regulations and guidelines for nurse aides<br>• updating your name or address on the Registry<br>• updating your employment information<br>• obtaining information regarding test sites and approved training programs | CONTACT:<br>**Minnesota Department of Health (MDH)**<br>Nurse Aide Registry<br>P.O. Box 64501<br>St. Paul, MN 55164-0501<br>Nurse Aide Registry Email:<br>**health.FPC-NAR@state.mn.us**<br>NURSE AIDE REGISTRY WEBSITE:<br>**https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html** | HOURS AND PHONE NUMBERS:<br>Monday through Friday<br>8:00AM to 5:00PM<br>Central Time<br>**Phone: (651) 215-8705**<br>*Minnesota-only Phone:*<br>**(800) 397-6124** |

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# INTRODUCTION

Congress adopted the Nursing Home Reform Act in 1987 as part of the Omnibus Budget Reconciliation Act (OBRA '87). This federal law was designed to improve the quality of care in long-term healthcare facilities and define training and evaluation standards for nursing aides who work in such facilities. Each state must follow the terms of this federal law.

As defined in the OBRA regulations, a Nurse Aide Competency Evaluation program provides specific standards for nurse aide-related knowledge and skills. This program aims to ensure that candidates seeking to be nurse aides understand these standards and can competently and safely perform the job of an entry-level nurse aide.

This handbook describes the nurse aide competency examination process and is designed to help prepare candidates for testing. The examination has two parts: a multiple-choice knowledge test and a skill test. Candidates must pass both parts to be identified and listed on the Minnesota Nurse Aide Registry.

The Minnesota Department of Health (MDH) has approved D&S Diversified Technologies (D&SDT)-HEADMASTER to provide nurse aide testing and scoring services. For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (800) 393-8664 or go to D&SDT-HEADMASTER's Minnesota webpage at **www.hdmaster.com** and click on 'Minnesota CNA'. The information in this handbook will help you prepare for your examination.

# MINNESOTA NURSE AIDE REGISTRY REQUIREMENTS

The Minnesota Nurse Aide Registry registers qualified nurse aides to work in long-term care facilities, maintains information on nurse aides with substantiated findings of abuse, neglect, and misappropriation of property, and approves and monitors nurse aide training and competency evaluation programs throughout Minnesota.

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. 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.

The registry does not maintain records of background checks. If you have questions about a background check, contact the Department of Human Services, Background Studies and Investigation Section, at (651) 431-6620.

To stay on the registry as a nurse aide:

- You must work at least 8 hours as a paid nursing assistant every 24 months. (A 24-month lapse of employment will result in an expired registry status.)
- You must provide a copy of a recent pay stub from your employer.
- If you are not working in a nursing home or an assisted living facility, you must provide a job description to show that you are providing assistance with the activities of daily living.

There is no requirement to submit in-service documentation related to the Nursing Assistant Registry. Nursing and boarding care homes must comply with state and federal regulations regarding in-service training.

Additional information can be obtained at:
**Nurse Aide Registry:**
(651) 215-8705 or toll-free at (800) 397-6124 (Minnesota only)
**health.FPC-NAR@state.mn.us**

Nurse Aide Registry Website: **https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html**

## Americans with Disabilities Act (ADA)

### ADA Compliance

The Minnesota Department of Health (MDH) and D&SDT-Headmaster approve accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. The testing facilities will provide candidates with reasonable accommodations approved by D&SDT-HEADMASTER/MDH. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. D&SDT-HEADMASTER must approve accommodations in advance of the examination. The Request for Accommodations Form 1404MN-ADA can be found on D&SDT-HEADMASTER's Minnesota webpage at **www.hdmaster.com**. This form must be submitted to D&SDT-HEADMASTER, along with the documentation listed on the second page of the ADA application, for review for a special accommodation. **Please allow additional time for your request to be approved.**

When the review is completed, you will receive an email with your approved accommodations. If you have any questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (800) 393-8664.

### MN State

When an ADA request is approved, the candidate's TMU© account is updated with the approved accommodations, and D&SDT-HEADMASTER emails the candidate with the candidate's approved accommodations.

The approved accommodations email informs the candidate of the specifics of their approved accommodations and asks them to please notify their test site before scheduling a test so they can be accommodated. **Allow the test site 10-14 business days to coordinate this accommodation.**

- It is the candidate's responsibility to notify the test site of their approved accommodations before scheduling their test date so that the test site can coordinate the accommodation.

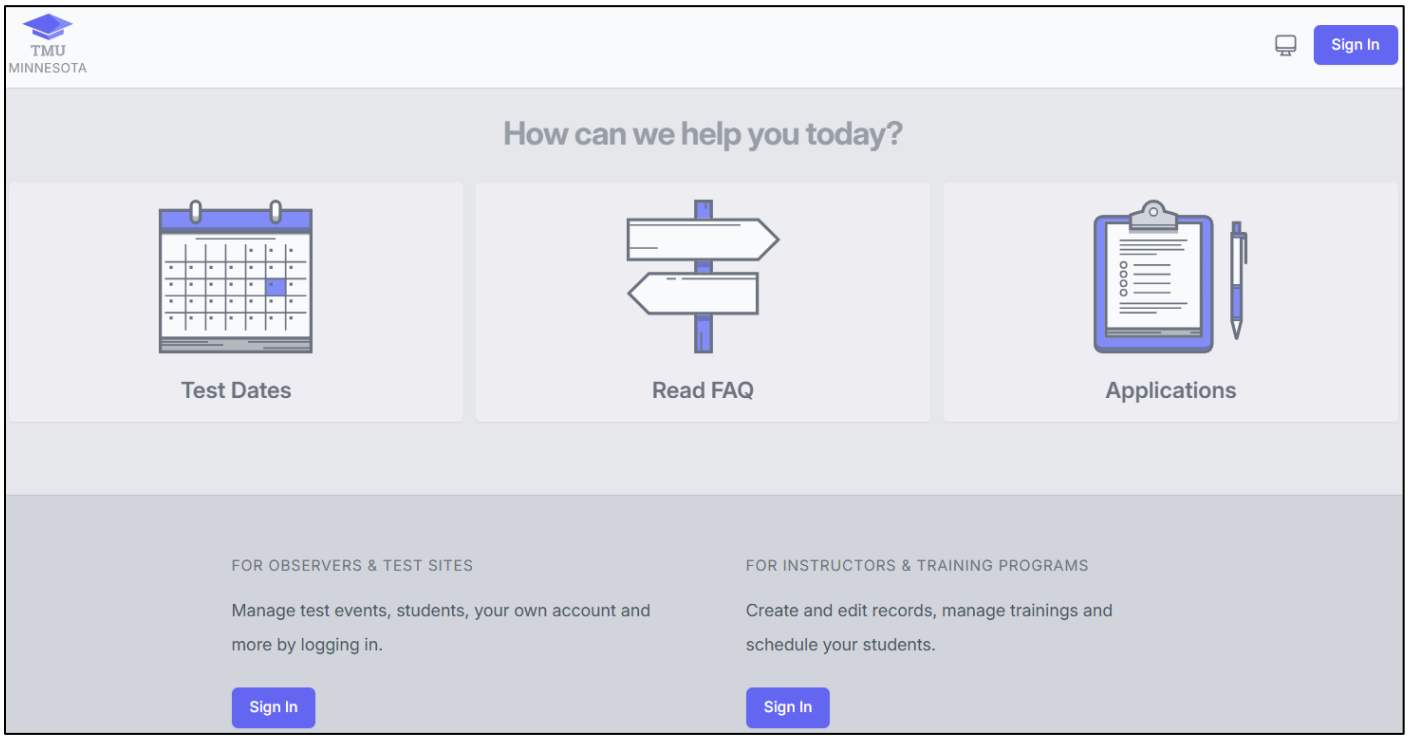
The RN Test Observer/Knowledge Test Proctor will see special notes on the check-in sheet (a list of candidates testing in the event) regarding approved accommodations that must be provided to the candidate during testing.

# MINNESOTA TESTMASTER UNIVERSE (TMU)

## Minnesota TMU Home Page

The Minnesota TMU main page URL for MN State is: **https://mn.tmutest.com**
The Minnesota TMU main page URL for IN-FACILITY is: **https://mr.tmutest.com**

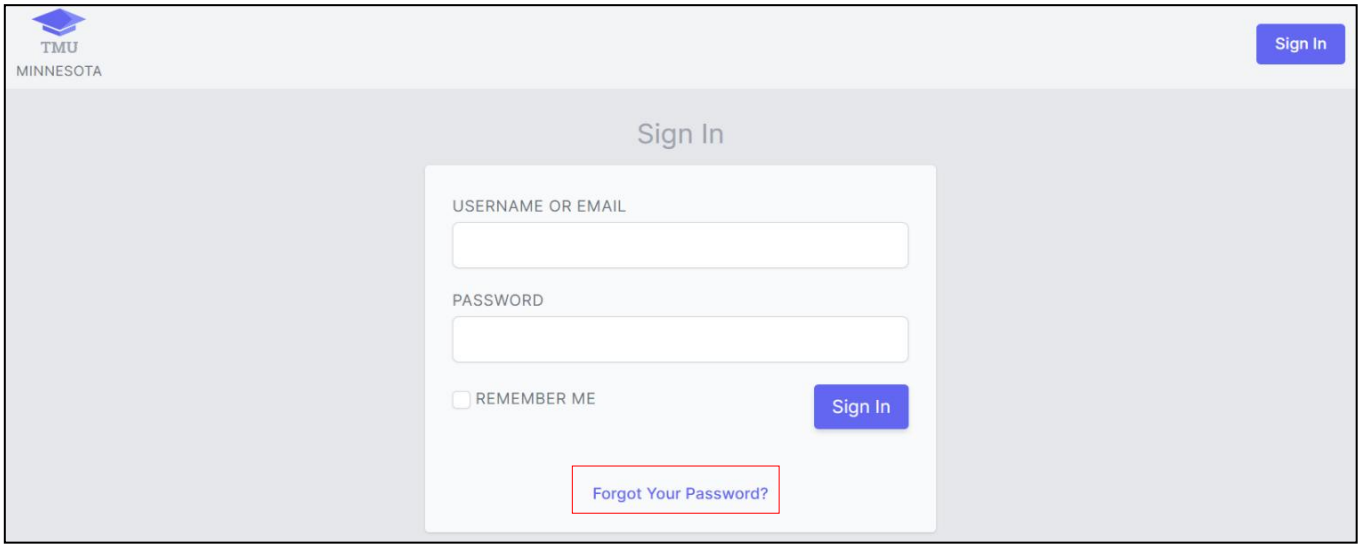
The main page screens for both MN State and IN-FACILITY will look the same. Please see the next page.




## Forgot your Password and Recover your Account

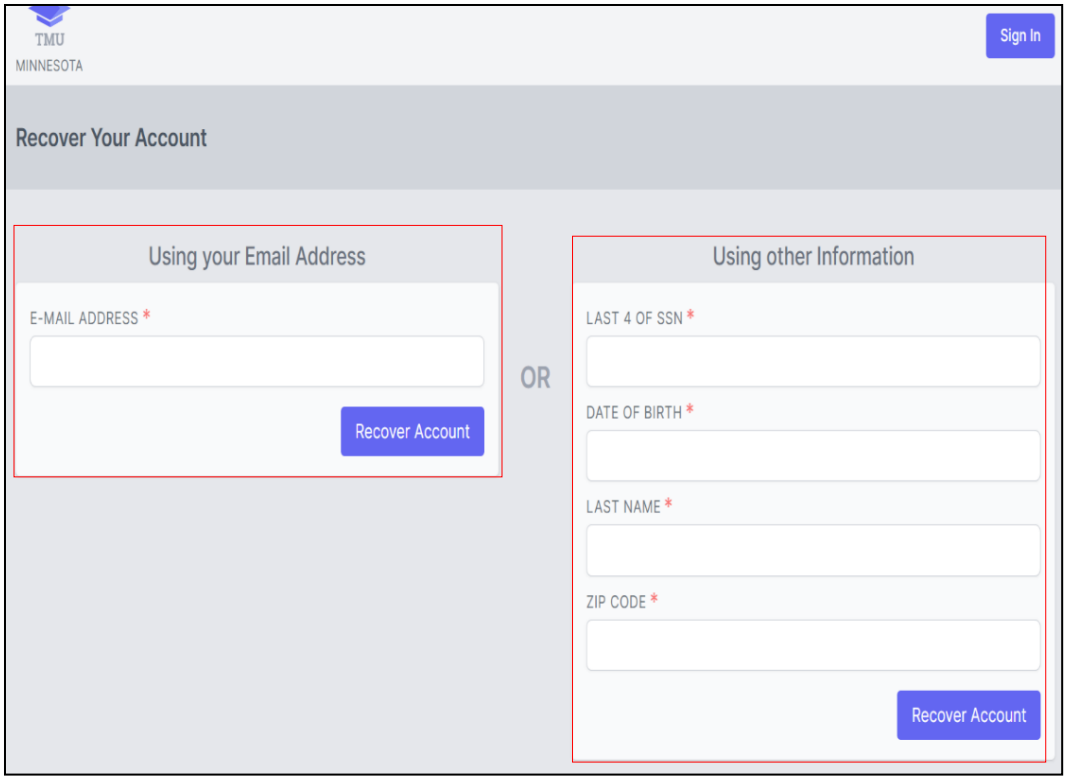
If this is your first time logging in to TMU, or you have forgotten your password, follow the instructions below.
MN STATE: go to **mn.tmutest.com**
IN-FACILITY: go to **mr.tmutest.com**

On the main TMU page, click on SIGN IN.

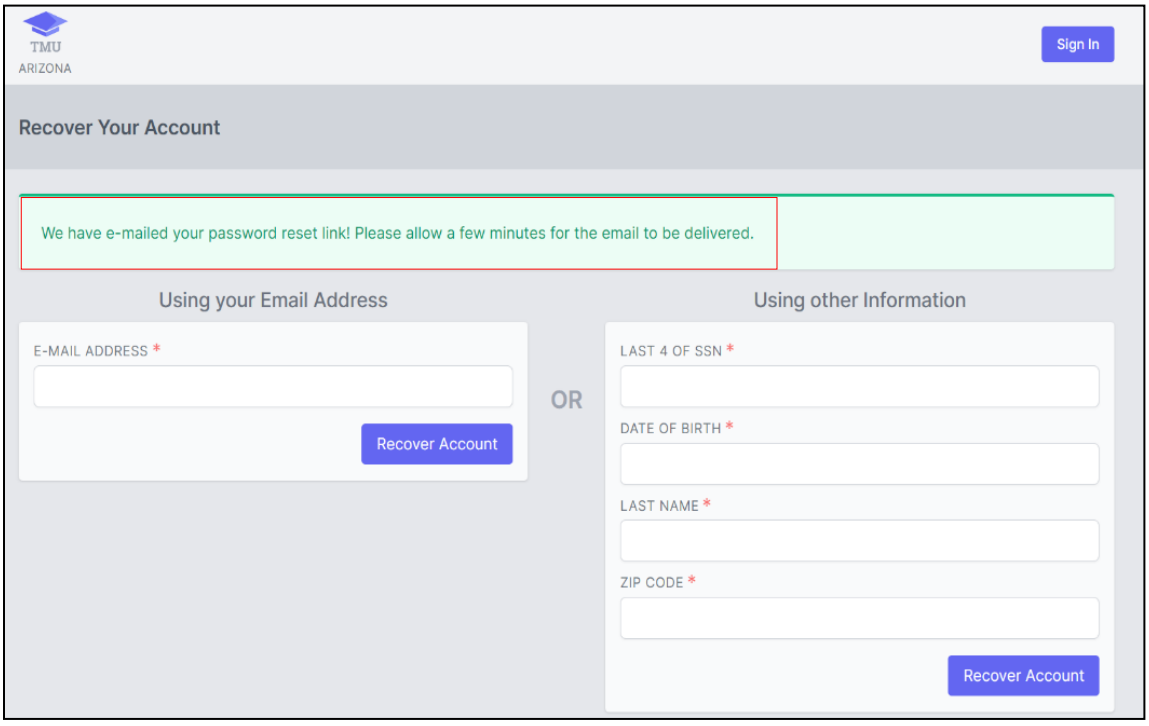


Enter your email address, and then click RECOVER ACCOUNT.

If you have already updated your demographic information in your account and have forgotten your password, you can enter the information under USING OTHER INFORMATION, then click RECOVER ACCOUNT.



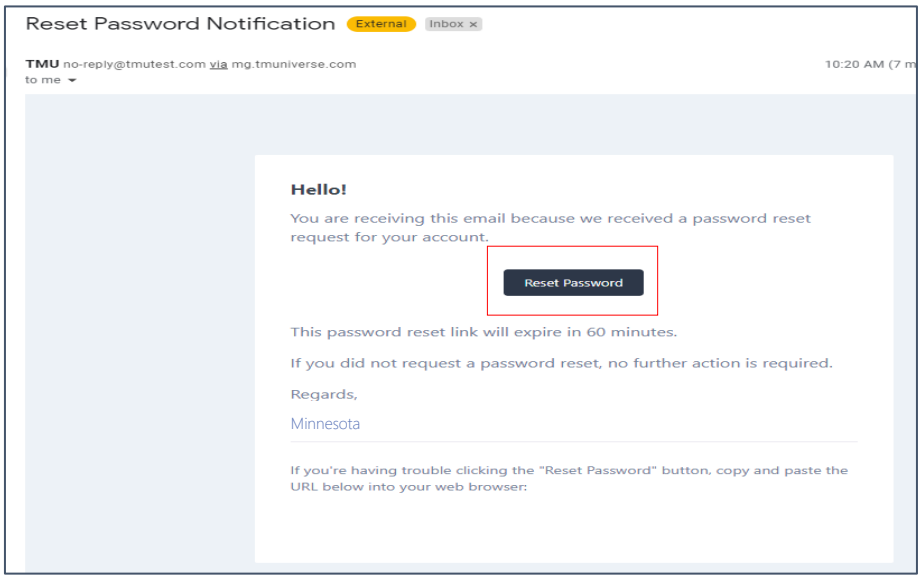

You will receive the message “We have emailed your password reset link.  Please allow a few minutes for the email to be delivered.”



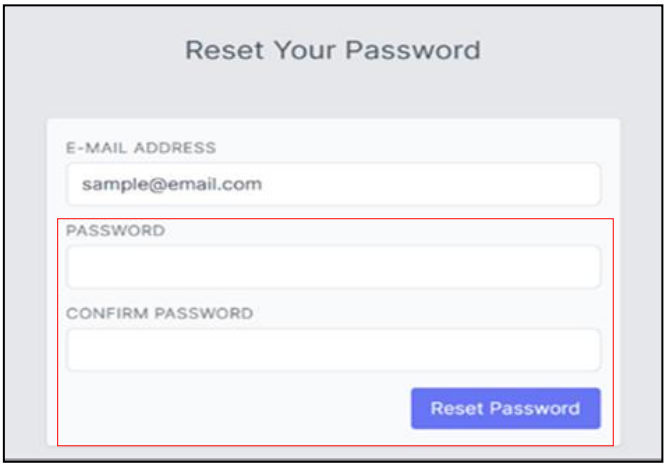
This is the email you will receive from TMU to reset your password (check your junk/spam mail).

Click RESET PASSWORD.

NOTE: If you do not reset your password immediately, the link expires in 60 minutes, and you will need to request a new one afterward.




Your account will open to the RESET YOUR PASSWORD screen. You will enter your new PASSWORD and reenter it to CONFIRM PASSWORD, then click RESET PASSWORD.




## Complete your TMU Account

Your initial registration information will be entered in D&SDT-HEADMASTER's TMU database.

IMPORTANT: 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 the missing demographic information. Failure to do so may result in you being turned away from testing.

After receiving your confirmation email from TMU (check your junk/spam folder) confirming your account has been created, sign in, update your password, and complete your demographic information. This must be done before scheduling a test event.

If you do not know your Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under Forgot your Password and Recover your Account). If you cannot sign in, contact D&SDT-HEADMASTER at (800) 393-8664.

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 instructions.

If you attempt to complete your TMU account and get an error message, you will need to submit the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** found under APPLICATIONS on the main Minnesota or Minnesota In-Facility web pages (before you sign in to your TMU account).



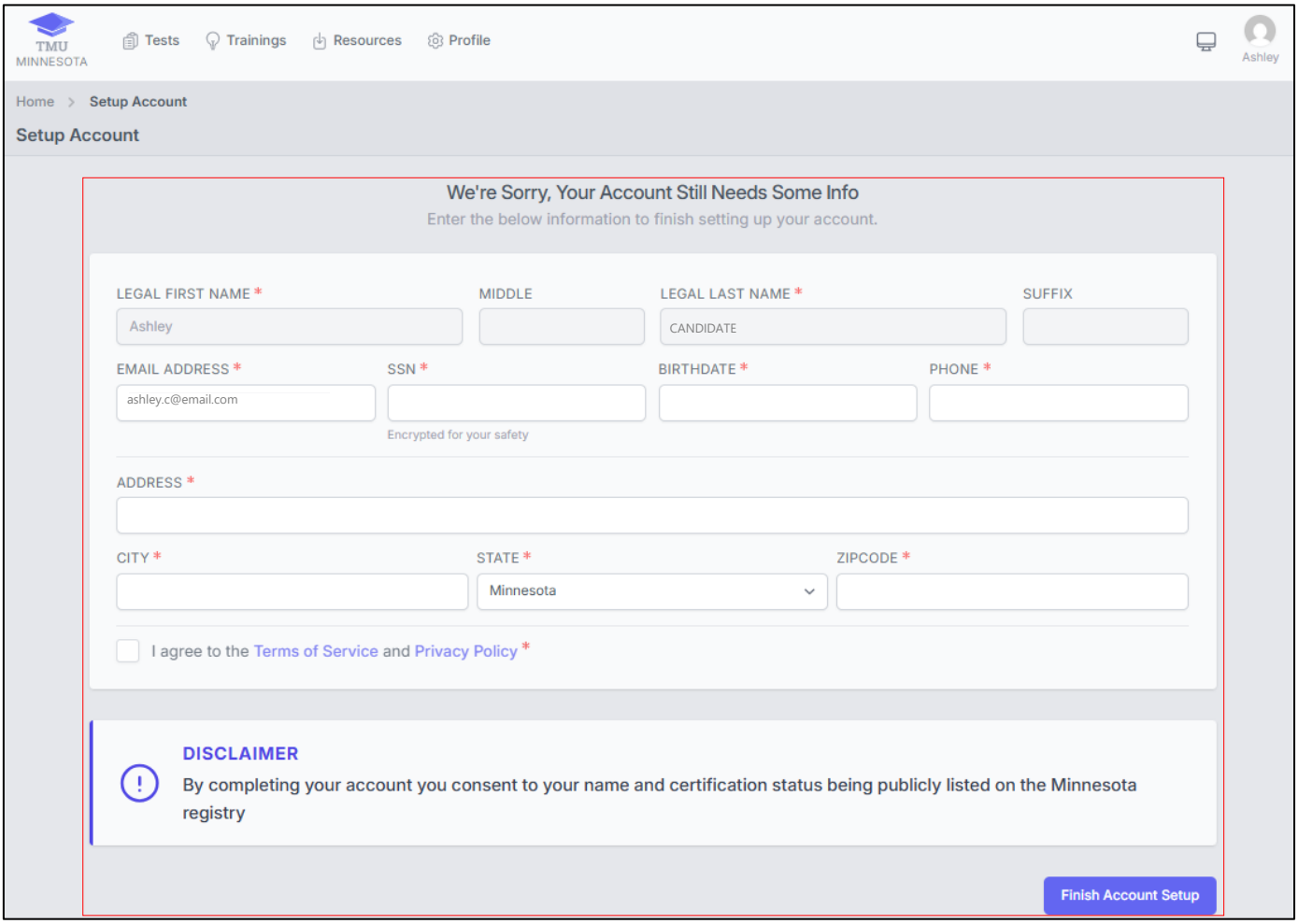

Follow the instructions below to complete your account with the demographic information required:

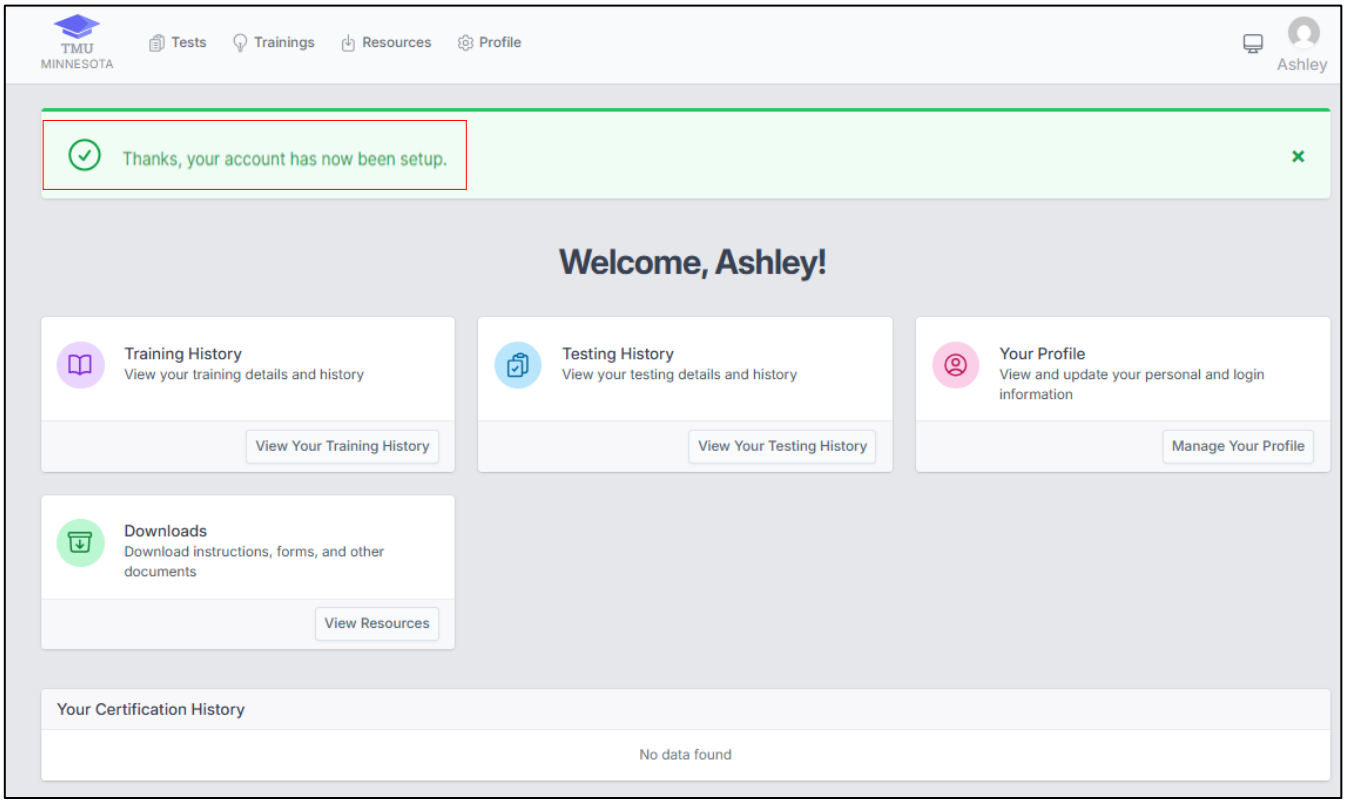
1) On the Setup Account screen that will open up after you have reset your password, enter the blank [***** fields].

2) Check the box to the right of "I agree to the Terms of Service and Privacy Policy", then click 'Finish Account Setup'.

3) The candidate's home page will open up, and you will see the following message: "Thanks, your account has now been set up."

*-Continued on the next page-*


TMU
MINNESOTA
Tests
Trainings
Resources
Profile
Ashley
Home > Setup Account
Setup Account
We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.
LEGAL FIRST NAME *
Ashley
MIDDLE
LEGAL LAST NAME *
CANDIDATE
SUFFIX
EMAIL ADDRESS *
ashley.c@email.com
SSN *
Encrypted for your safety
BIRTHDATE *
PHONE *
ADDRESS *
CITY *
STATE *
Minnesota
ZIPCODE *
I agree to the Terms of Service and Privacy Policy *
DISCLAIMER
By completing your account you consent to your name and certification status being publicly listed on the Minnesota registry
Finish Account Setup


TMU
MINNESOTA
Tests
Trainings
Resources
Profile
Ashley
Thanks, your account has now been setup.
Welcome, Ashley!
Training History
View your training details and history
View Your Training History
Testing History
View your testing details and history
View Your Testing History
Your Profile
View and update your personal and login information
Manage Your Profile
Downloads
Download instructions, forms, and other documents
View Resources
Your Certification History
No data found

## Alternate Testing Languages for the Knowledge/Audio Exam

In addition to English, the Knowledge Exam is *only* offered in the following alternate languages:

- Spanish
- Somali
- Hmong

For more information, please refer to the instructions on toggling between English and one of the alternate languages in the Knowledge/Audio Exam Alternate Language Versions section of this handbook.

## Testing Fees Payment Information

### MN State

For information on testing fee payments, please contact the test site where you want to schedule your test.

### In-Facility

Testing fees must be paid before you can schedule a test date. Once your training program has completed your training record with completion hours and date, you will receive an email and text message that you are eligible to schedule a test date. You can then self-pay your testing fees in your TMU© account. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor whether the training program has already prepaid for your test. See the instructions to self-pay testing fees in the In-Facility Self-Pay of Testing Fees section.

## Criteria to Waive the Nurse Aide Training Requirement

You are eligible to apply to take the Minnesota Nurse Aide competency exam for certification as a Nurse Aide in Minnesota if you qualify under one of the following routes:

- You have completed a state-approved nurse aide training program within the past 24 months. You will be required to take both the Knowledge and Skills exams.

- Prove you have previously completed a state-approved nurse aide training program, have taken and passed the Nurse Aide Competency Exam (both the Knowledge and Skills exams), and are on the Minnesota Nurse Aide Registry with an expired registry status. You will be required to take both the Knowledge and Skills exams.

- You are a candidate who does not meet either of the eligibility routes listed above. This is called a test-out candidate or challenge candidate. You will be required to take both the Knowledge and Skills exams. Examples are:
  - If you trained in another country.
  - If you have not taken a nurse aide training program.
  - If you have not worked as a nurse aide in the last 24 months.
  - If you are from another state, follow the interstate endorsement process as identified on the MN Nurse Aide Registry webpage: MN Department of Health - **How to Get on the Nursing Assistant Registry**

**TEST OUT/CHALLENGE CANDIDATES:** Test out/challenge candidates **MUST** contact a test site of choice to schedule a knowledge and skills test. The test site of the candidate's choice will create an account in TMU (the testing software platform used for the Minnesota Nurse Aide exam).

You will receive an email with your USERNAME and temporary PASSWORD to sign in to your TMU account.

You **MUST** complete your testing account 48 hours BEFORE your test date. Refer to this handbook's Complete Your TMU Account section for instructions. If you have any questions, contact D&SDT-HEADMASTER at (800) 393-8664.

## Schedule a Minnesota Nurse Aide Exam

### MN State

You need to contact your test site to schedule an exam date.

Once you have been scheduled for an exam in the D&SDT-HEADMASTER TMU database by a test site, you will receive your test confirmation notification via email, text (if you listed a text-capable phone number in your account), or sign in to your MN State TMU account. You may log in with any Internet-connected device.

If you cannot sign in using your email, please call D&SDT-HEADMASTER for assistance at (800) 393-8664 during regular business hours, 7:00 AM to 7:00 PM CT, Monday through Friday, excluding holidays.

### In-Facility

Once your completed account is in the D&SDT-HEADMASTER TMU database, you may schedule your exam date online at the Minnesota In-Facility TMU webpage using your email and password (see instructions under Schedule or Reschedule a Test Event).

After testing fees are paid, you can schedule and/or reschedule your test event up to the business day before a scheduled test date of your choice and receive your test confirmation notification online or on the screen while you are logged in.

If you cannot sign in or schedule/reschedule online using your email, please call D&SDT-HEADMASTER for assistance at (800) 393-8664 during regular business hours, 7:00 AM to 7:00 PM CT, Monday through Friday, excluding holidays.

## In-Facility Self-Pay of Testing Fees

Testing fees must be paid **before** you can schedule a test date. Once your training program is completed, your training record will include completion hours and the date, and you will receive an email and text message stating that you are eligible to schedule a test date.

Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor whether the training program has already prepaid for it.

Securely processed Visa or MasterCard credit/debit card information is required when self-paying testing fees online.

Follow the instructions to self-pay your testing fees:

1) On your candidate home page, click on ‘Tests’ or ‘View Your Testing History’.

2) On the ‘Your Tests’ screen, under ‘Scheduling’, click on the box to the left of Exam to select the test component – a checkmark will appear in the box.

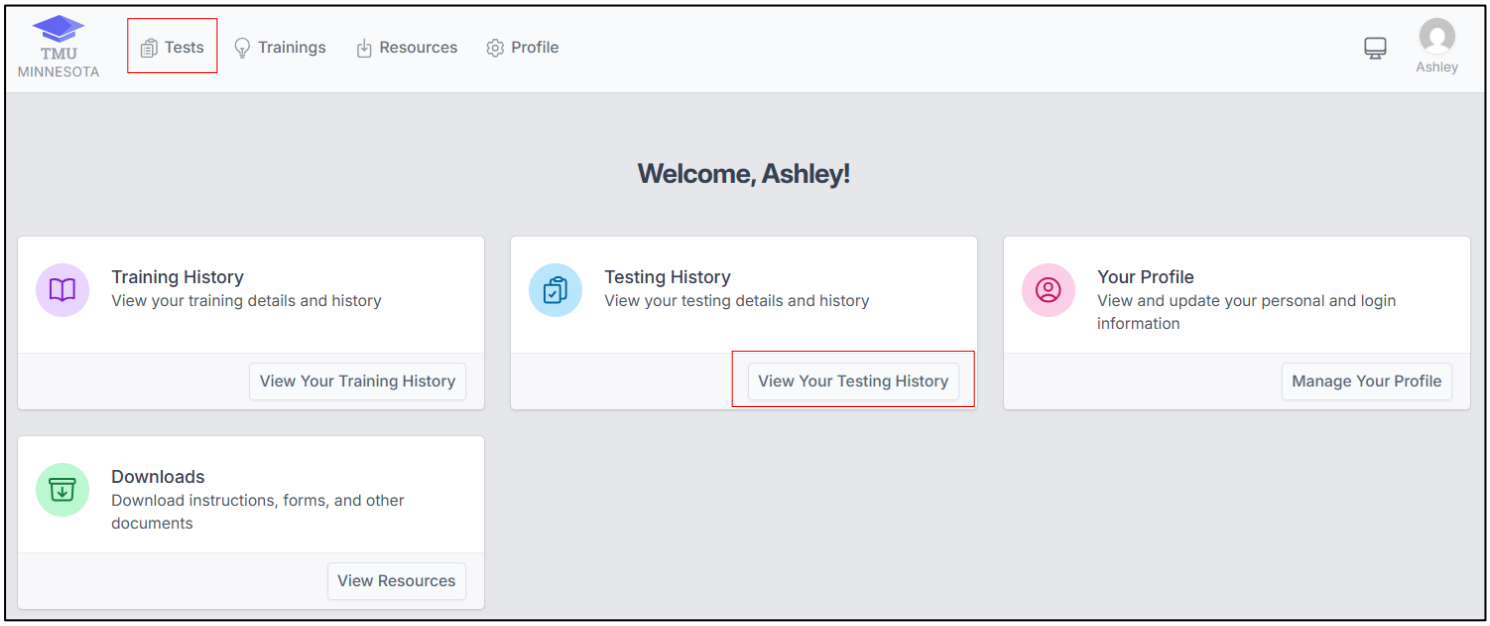
3) Then click ‘Add Selected Items to Cart’.

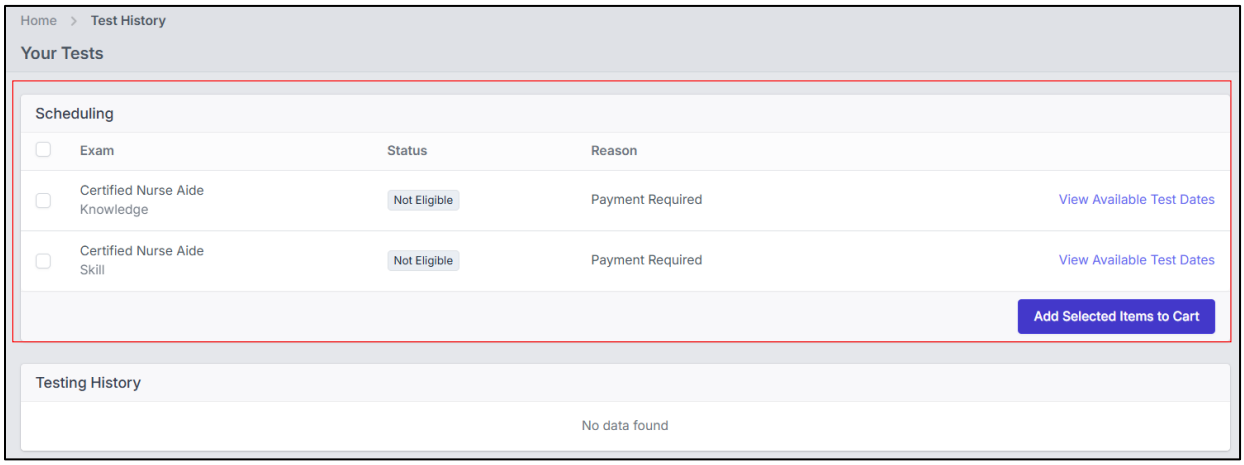
4) On the ‘Cart’ screen, you will get a message that the “Knowledge and Skill tests have been added to your cart” along with the ‘Knowledge and Skill Amounts’.

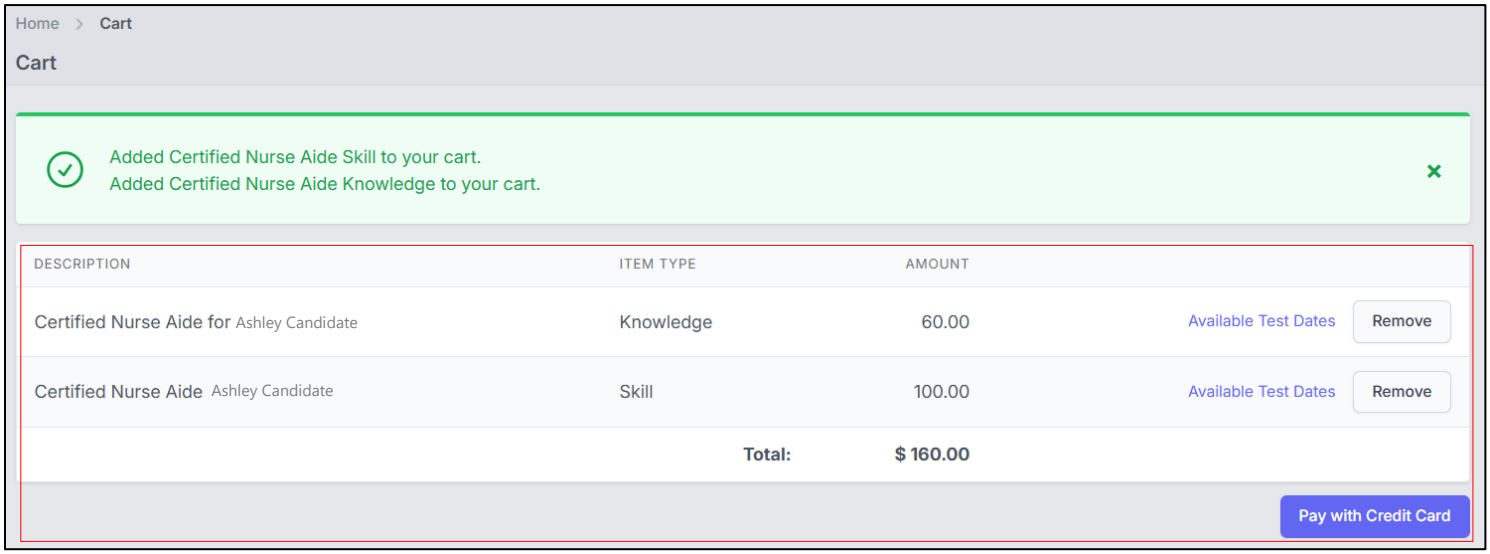
5) Click ‘Pay with Credit Card’.

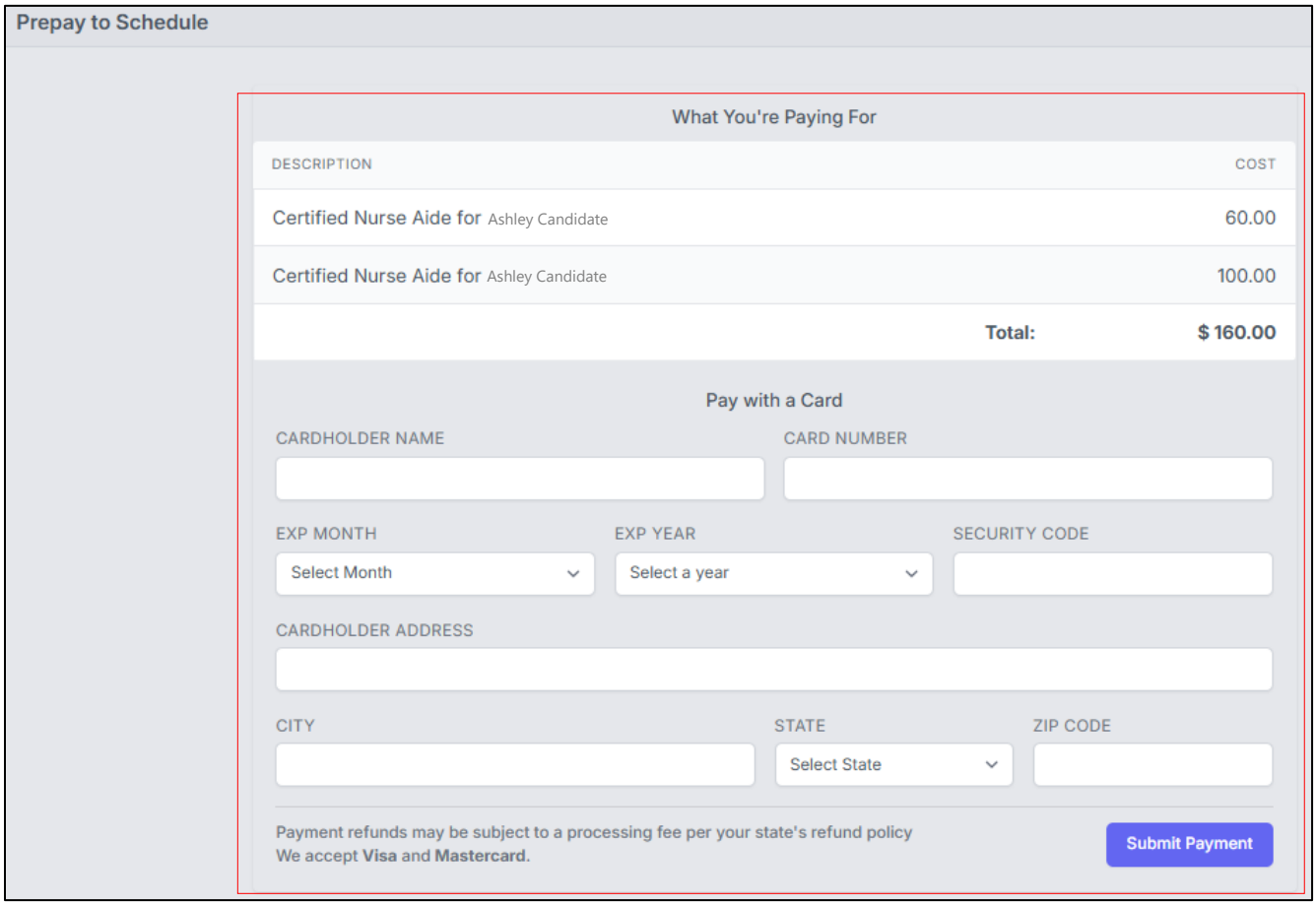
6) On the ‘Prepay to Schedule’ screen, enter the Credit Card information and then click ‘Submit Payment’.

7) You will receive a receipt for the transaction.






Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in the next section to schedule or reschedule a test event.

## Schedule or Reschedule a Test Event

There are two scheduling testing servers, MN STATE and IN-FACILITY. If you have testing history in one server (either the MN STATE or the IN-FACILITY), **you cannot re-test in the other server** (for example, if you tested your first

attempt in the MN STATE server, you cannot retake your 2nd or subsequent tests in the IN-FACILITY server and vice versa).

Test sites are posted on the Minnesota NA web page:
**https://www.health.state.mn.us/facilities/regulation/directory/natrainingsites.html**

Follow the instructions to schedule or reschedule a knowledge exam or skills test event:

1) On your candidate home page, click on 'Tests' or 'View Your Testing History'.

2) On the Your Tests screen, under 'Scheduling – Tests', all eligible test events will appear with 'eligible' under the 'Status'.

3) To select a test component (knowledge or skills), click 'Schedule' to the right of the test component you want to schedule.

4) The next screen to open will be the 'Find Event Nurse Aide'.

5) A map of upcoming events will open: You can click on a marker to show upcoming events for that location.

6) The test component(s) you can schedule will show under 'Test Date', 'Test Location', and 'Scheduling For' under the map.

7) Click 'Schedule' to the right of the site and date you want to test.

8) A pop-up will appear asking if you want to "Schedule into this Event on Date for Component. Are you sure?"

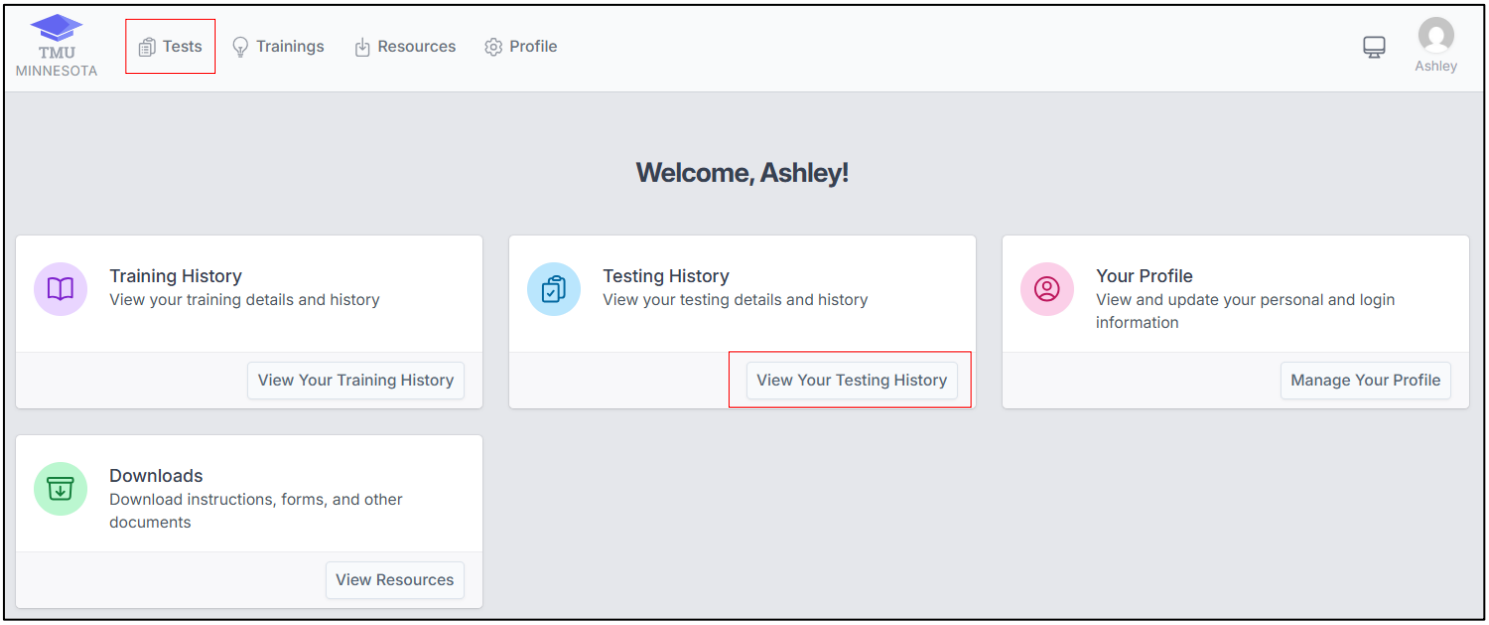
9) To confirm this is the site, date, and component (knowledge or skills) you want to schedule, click 'OK'.

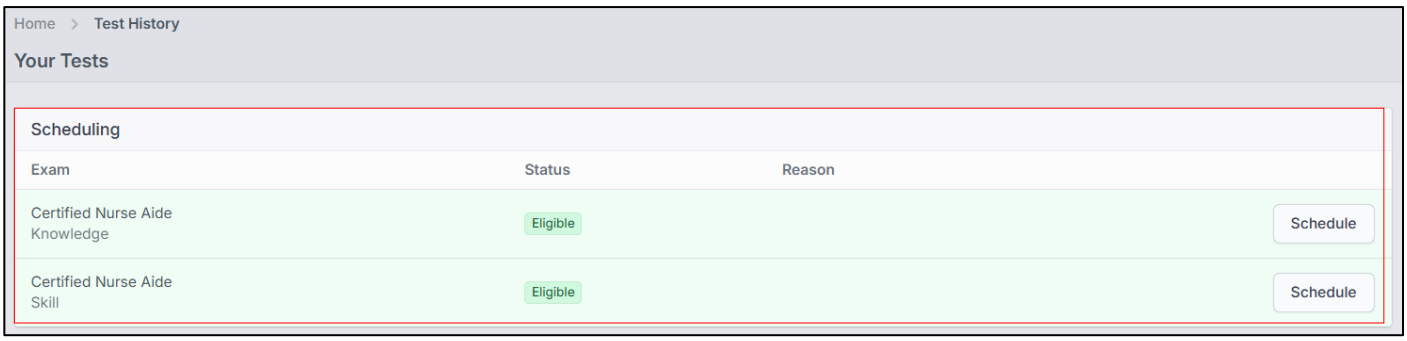
10) The Your Tests screen will open up with a message that says "Your Name scheduled into Component (Knowledge or Skills) for Certified Nurse Aide."

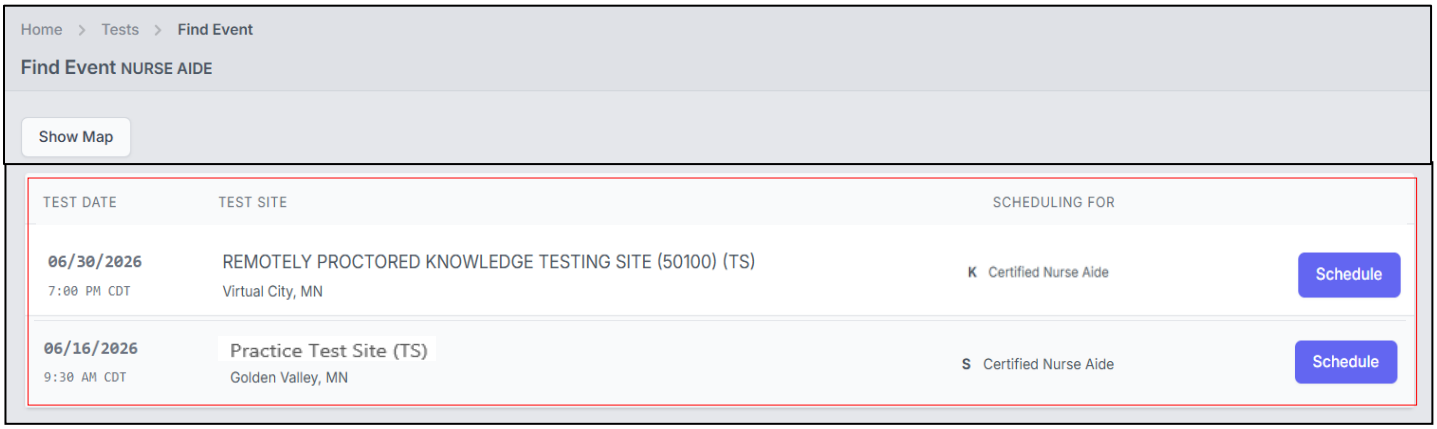
11) Your Status will show you are 'Scheduled'.

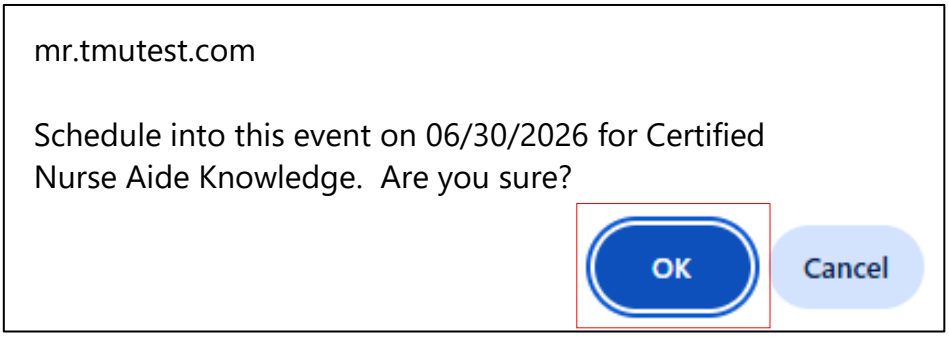
12) Click 'Actions' and select 'Test Confirmation Page' from the drop-down list to see your test confirmation with important reminders for testing.

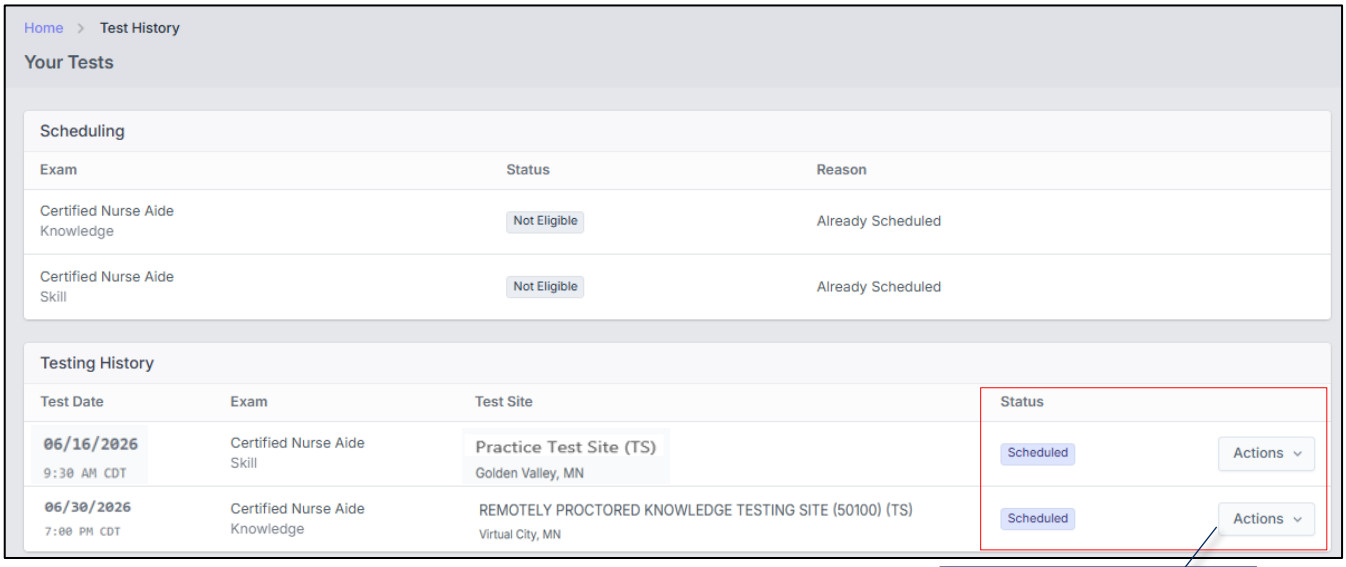
*-Continued on the next page-*


TMU
MINNESOTA
Tests
Trainings
Resources
Profile
Ashley
Welcome, Ashley!
Training History
View your training details and history
View Your Training History
Testing History
View your testing details and history
View Your Testing History
Your Profile
View and update your personal and login information
Manage Your Profile
Downloads
Download instructions, forms, and other documents
View Resources


Home
Test History
Your Tests
Scheduling
Exam
Status
Reason
Certified Nurse Aide
Knowledge
Eligible
Schedule
Certified Nurse Aide
Skill
Eligible
Schedule


Home
Tests
Find Event
Find Event NURSE AIDE
Show Map
TEST DATE
TEST SITE
SCHEDULING FOR
06/30/2026
7:00 PM CDT
REMOTELY PROCTORED KNOWLEDGE TESTING SITE (50100) (TS)
Virtual City, MN
K Certified Nurse Aide
Schedule
06/16/2026
9:30 AM CDT
Practice Test Site (TS)
Golden Valley, MN
S Certified Nurse Aide
Schedule


mr.tmutest.com
Schedule into this event on 06/30/2026 for Certified Nurse Aide Knowledge. Are you sure?
OK
Cancel




**INSTRUCTIONS TO RESCHEDULE A TEST EVENT**

You may reschedule an exam date online in your TMU account up to one business day before your scheduled exam date, excluding Saturdays, Sundays, and Holidays.

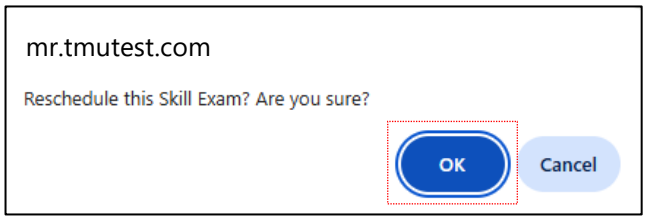
1) On the 'Your Tests' screen, click 'Actions' and select 'Reschedule' from the drop-down list to select an alternative test date.

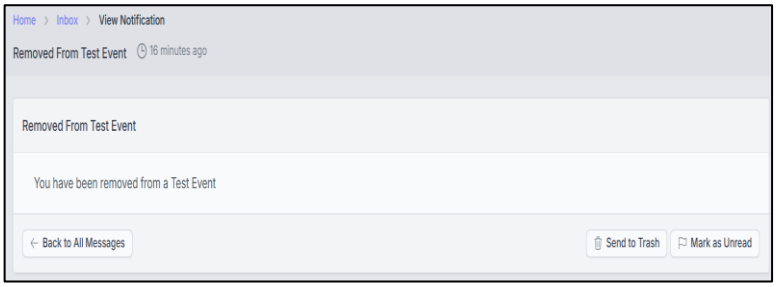
2) A pop-up will appear asking if you want to "Reschedule this Knowledge Exam (or Skills Test if that is what you have chosen). Are you sure?"

3) To confirm this is the site, date, and component (knowledge or skills) you want to reschedule, click 'OK'.

4) You will be taken back to the Your Tests screen with eligible test dates you can reschedule for.

5) A message will appear in your notifications that you have been 'Removed from a Test Event'.



## Test Confirmation Letter

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time, and address). It can be accessed at any time.

The body of the test confirmation letter will direct you to read the Missouri candidate handbook, which provides specific instructions on arrival time, ID requirements, dress code, etc.

Failure to read the candidate handbook could result in a no-show status for your test event if you do not adhere to testing policies.

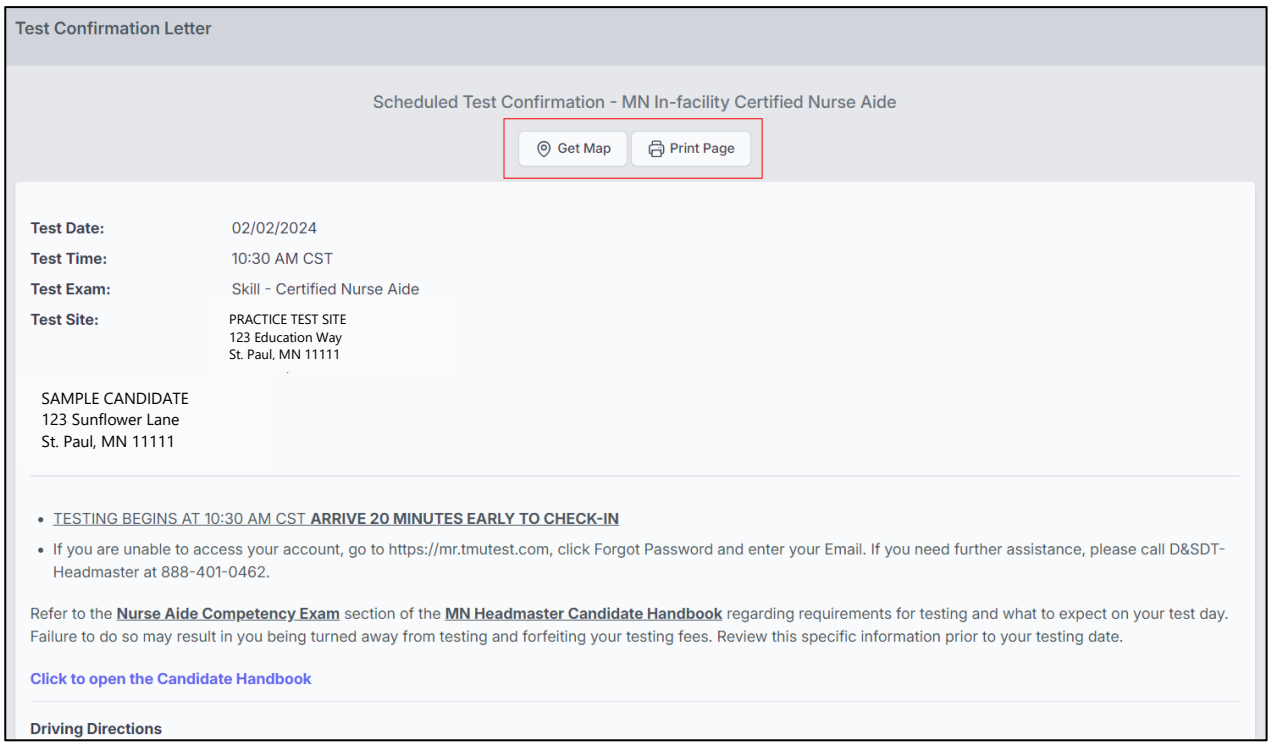
Follow these instructions to view and print your test confirmation:

1) Once you are scheduled for a test event, the Your Tests screen will open up.

2) Click 'Actions' and select 'Test Confirmation Page' from the drop-down list to see your test confirmation with important reminders for testing.

3) Your test confirmation letter will open up - click 'Print Page' to print your confirmation letter.

4) Click 'Get Map' to get Google Maps directions to the test site.




MN State candidates will receive their test confirmation when *a Test Site schedules them.*
In-Facility candidates will receive their test confirmation when *they schedule themselves.*

## View your Notifications

Remember to check your 'notifications' in your TMU account for important notices regarding your selected test events and other information.

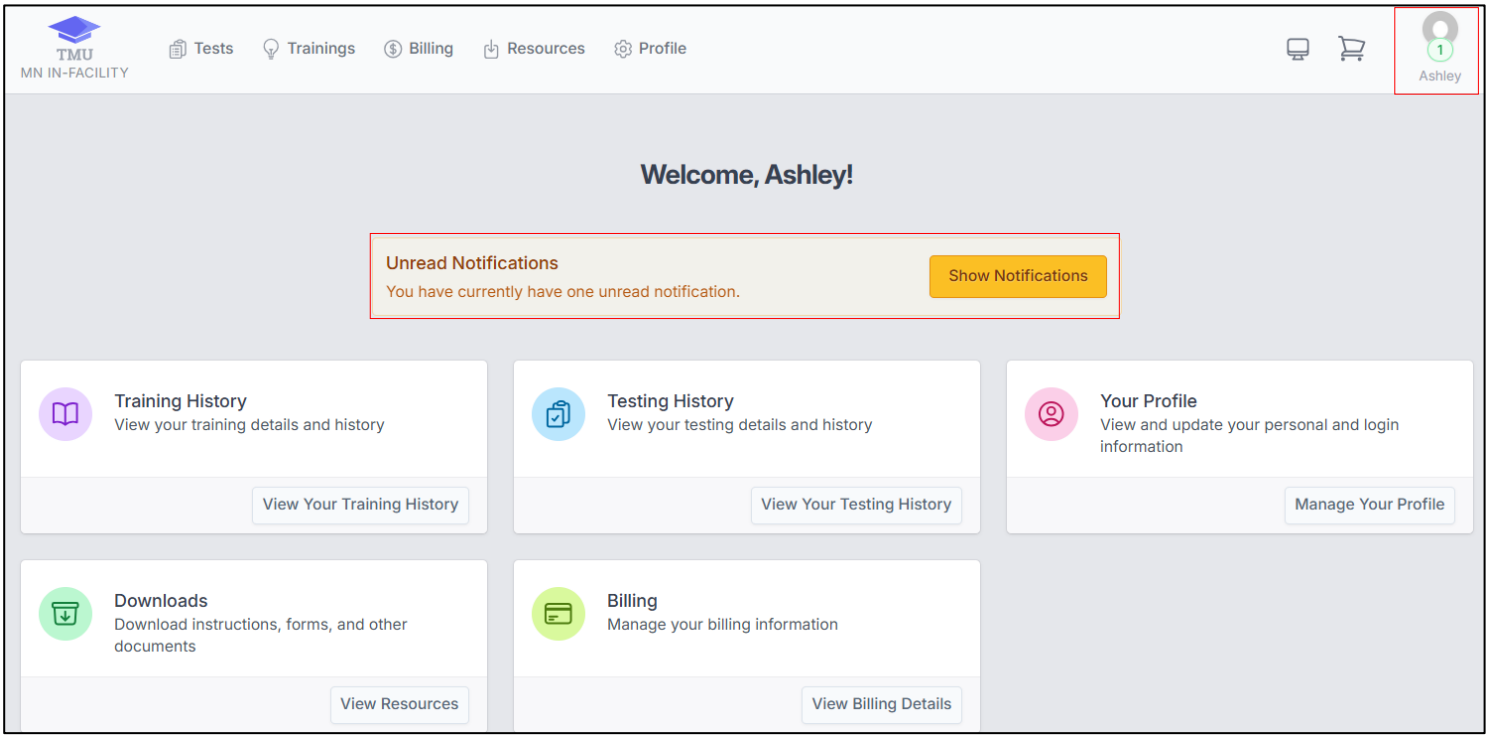
Follow these instructions to ‘View your Notifications’:

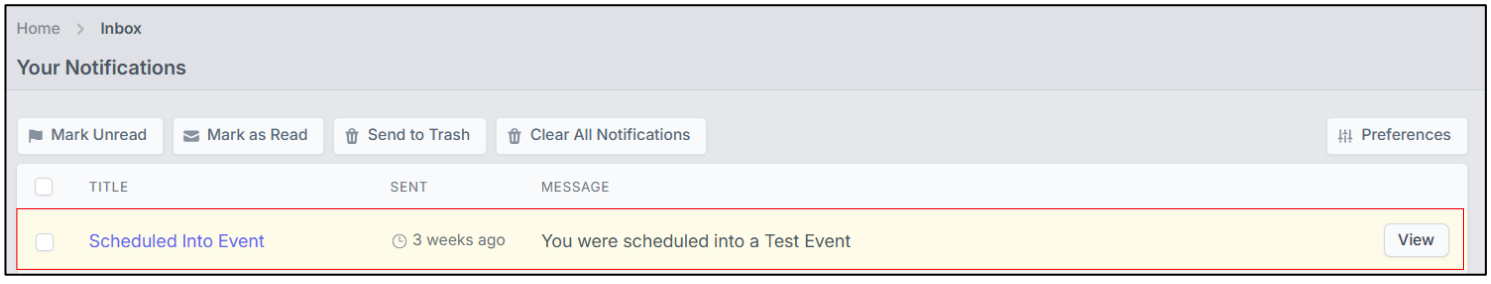
1) On your candidate home page, you will see any unread notifications in a box on the screen or under your profile picture on the upper right of your screen.

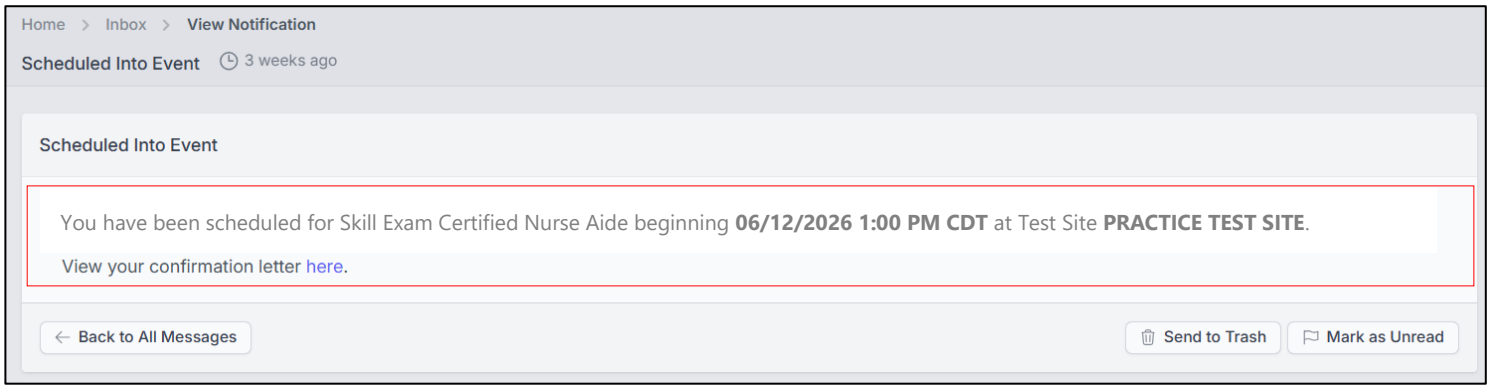
2) Click ‘Show Notifications’ to open your notifications.

3) The ‘Your Notifications’ screen will open.

4) Click ‘VIEW’ to the right of each notification to open each of your notifications.



## Time Frame for Testing from Training Program Completion

You must schedule a test **within 24 months of your training program completion**. After 24 months, you must complete another MDH-approved training program to be eligible to schedule testing or choose to schedule as a test-out or challenge candidate.

## Test Day

### Exam Check-In

You must arrive at your confirmed test site's waiting area/room **20 minutes in advance** of your scheduled exam start time.

- Testing begins promptly at the start time noted on your test confirmation.
- You need to ensure you are at the event in the waiting area/room 20 minutes before the start time to allow time to get checked in with the RN Test Observer.
    - For example, if your test starts at 8:00AM, you must be at the test site's waiting area/room for check-in by 7:40AM.

**Note:** If you arrive late, you will not be permitted to take the test.

If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies in the Remotely Proctored Knowledge Exam Check-In section.

### Testing Attire

The following testing attire requirements will be followed at testing sites:

- You must be in full clinical attire (scrubs).
- Scrubs and shoes can be any color/design.
    - No open-toed shoes are allowed.
- Long hair must be pulled back.

You will not be admitted for testing if you are not wearing scrubs, appropriate shoes, and your long hair is not pulled back. 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.

If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies in the Remotely Proctored Knowledge Exam Testing Attire section.

### Identification

You must bring a **United States (US) government-issued, signed, non-expired photo-bearing** form of identification.

Only original IDs are accepted. Photocopies, faxes, images, or mobile or electronic/digital versions (for example, Apple or Google Wallet) of IDs **are not allowed**.

Examples of the forms of non-expired, US government-issued, signed, acceptable photo IDs are:

- **State or other United States Government-issued Driver's License**
- **State-issued Identification Card**

- **Signed U.S. Passport** *(Foreign Passports and Passport Cards are not acceptable.)*
    - Exception: A signed foreign passport with a US VISA within the passport is acceptable (the VISA does not have a signature).
- **Permanent Resident Card. (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)**
    - Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.
- **U.S. Military Identification Card**
    - Accepted without a signature or fingerprint, but will have a barcode or may contain a fingerprint in place of a signature.
- **Tribal Identification Card**
    - A signed photo ID with an expiration date (not expired) issued by a federally recognized Tribal Nation/Indian Tribe.

**Identification Criteria:** US Government-issued, non-expired, signed, photo-bearing form of identification.

EXCEPTION TO THE ID REQUIREMENT: If you do not have a current, official US government-issued identification form, then you must bring <u>two (2) forms</u> of CURRENT (not expired), OFFICIAL, SIGNATURE-BEARING identification with matching names on both IDs. One of the two forms must be PHOTO-BEARING (photocopies will not be accepted).

Examples of proper identification, with matching names, include CURRENT (non-expired):

- School ID Card with Photograph
- Signed Voter Registration Card
- Signed Credit/Debit (Bank) Card
- Signed Social Security Card

The FIRST and LAST names printed on your form of identification presented to the RN Test Observer during check-in at your test event MUST EXACTLY MATCH the FIRST and LAST names entered in your TMU account.

If using two forms of ID, both must have the same name.

You may call D&SDT-HEADMASTER at (800) 393-8664 during regular business hours, 7:00AM to 6:00PM CT, Monday through Friday, excluding holidays, to confirm that your name of record matches your signed, non-expired, photo-bearing form of identification, or sign in to your MN State or In-Facility TMU account to check or change your demographic information. See more information under Demographic Updates/Changes/Corrections.

**Note:**

- You will not be admitted for testing if you do not bring proper/valid identification.
    - Be sure your identification is not expired.
    - Check to ensure that the FIRST and LAST printed names on your identification card match the current name on record in your TMU account.
- A driver's license or state-issued ID card with a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- In cases where names do not match, your IDs are not proper/valid, or they have a hole punched in them, this is considered a NO-SHOW status, and you will have to reschedule and pay for another test and date.

If you are taking the knowledge and skills exams together, you will be required to present your ID again when entering the knowledge test room and the skills lab. Please keep your ID with you throughout the entire exam.

### DEMOGRAPHIC UPDATES/CHANGES/CORRECTIONS

Name changes (such as marriage, divorce, or other legal name changes), date of birth, and Social Security number corrections must be verified with appropriate documentation. Please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** and upload your demographic change/correction documentation (official name change documentation, such as a marriage certification, divorce decree, or other legal State document that shows the name change, along with your ID or driver's license with your updated name on it). The form is under APPLICATIONS on the Minnesota TMU main web pages, before you log in to your account.

## Instructions for the Knowledge, Remotely Proctored Knowledge and Skill Exams

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the Remotely Proctored Knowledge Exam Instructions can be found in your TMU account under the RESOURCES tab.

These instructions detail the process and what you can expect during your exam. Please read the instructions before entering the knowledge exam room or skills lab. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer and Knowledge Test Proctor will ask questions about the instructions you read when entering the testing rooms.

The Knowledge, Remotely Proctored Knowledge, and Skill Exam Instructions are available under the RESOURCES tab in your TMU account. Refer to the Access the Candidate Handbook and Testing Instructions section of this handbook.

## Testing Policies

The following policies are observed at each test site:

- Make sure you have signed in to your MN State or In-Facility TMU account well before your test date to update your password and complete your demographic information. Refer to this handbook's Complete Your TMU Account section for instructions and information.
    - If you have not signed in and completed/updated your TMU account when you arrive for your test, you may not be admitted to the exam.

- Plan to be at the test site for up to five hours (if taking both components on-site) in the worst-case scenario.

- Testing begins promptly at the start time noted on your confirmation. You must be at the test site waiting area/room to check in 20 minutes before your scheduled start time – if your test start time is 8:00AM, you must be at the test site by 7:40AM. If you arrive late for your confirmed exam, you will not be admitted. Any exam fees paid will NOT be refunded.
    - If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under the Remotely Proctored Knowledge Exam Check-In section.

- If you do not bring a valid and appropriate United States (US) government-issued, signed, non-expired photo-bearing form of identification, you will not be admitted to the exam, and any exam fees paid will NOT be refunded.

- If the FIRST and LAST names listed on your IDs presented to the RN Test Observer during check-in at your test event do not match the FIRST and LAST names that were entered in the Minnesota TMU database, you will not be admitted to the exam, and any exam fees paid will NOT be refunded.

- If you do not wear scrubs with appropriate shoes, have long hair pulled back, and conform to all testing policies, you will not be admitted to the exam, and any exam fees paid will NOT be refunded.
    - If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies in the Remotely Proctored Knowledge Exam Testing Attire section.

- If you do not show up for your exam day, or are considered a NO-SHOW STATUS (see details in this handbook's No-Show Status section) for any reason, any test fees paid will NOT be refunded. You will typically have to repay your testing fees.

- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Bluetooth-connected devices (cell phones, smart watches, smart glasses, fitness monitors, etc.), electronic recording devices, and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area for placing your personal items and electronic devices, and you will collect them upon completing your test(s).
    - All electronic devices must be turned off, including any Bluetooth-connected devices, which must be removed from your wrist or body.
    - If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under Remotely Proctored Knowledge Exam Option.

- Anyone caught using any electronic recording device during either component (knowledge or skills) of the exam will be dismissed from the exam and testing room(s), your test will be scored as a failed attempt, you will forfeit all testing fees, and you will be reported to your training program and the Minnesota Department of Health. You may, however, use personal devices during your free time in the waiting area. Please see this handbook's Security section for detailed information.

- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.

- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.

- **LANGUAGE TRANSLATION DICTIONARIES:** Language translation dictionaries of any form are strictly prohibited.

- **SCRATCH PAPER AND CALCULATORS:** For both the on-site knowledge exam and skills test- if needed, you may do math calculations on scratch paper or with the basic calculator provided by the RN Test Observer and KTP.

- You may not remove any notes or other materials from the testing room.

- You are not allowed to leave the testing room (on-site knowledge test room, remotely proctored knowledge exam, or skills lab) once the exam has begun for any reason. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.

- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges,

and reporting to your training program and the Minnesota Department of Health. Please see this handbook's Security section for detailed information.

- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.

- No visitors, guests, pets (including companion and emotional support animals), or children are allowed.
  - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. We encourage you to contact your test site once you have scheduled a test date, so they can notify the testing team. Please contact D&SDT-HEADMASTER via email at **minnesota@hdmaster.com** if you have any questions.
  - If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test, and any test fees paid will NOT be refunded.

- You may not test if you are ill (sick). Call your test site immediately to reschedule.
  - You may not test if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.) Call your test site immediately if you are on doctor's orders to reschedule your test.
  - Please see the Rescheduling Policy and No-Show Exceptions sections.
  - Reschedules will not be granted less than one full business day before a scheduled test date.

- Please review this Candidate Handbook before your test day for any testing and/or policy updates.

- The Candidate Handbook and testing instructions can also be accessed within your TMU account under your RESOURCES tab.

## Access the Candidate Handbook and Testing Instructions

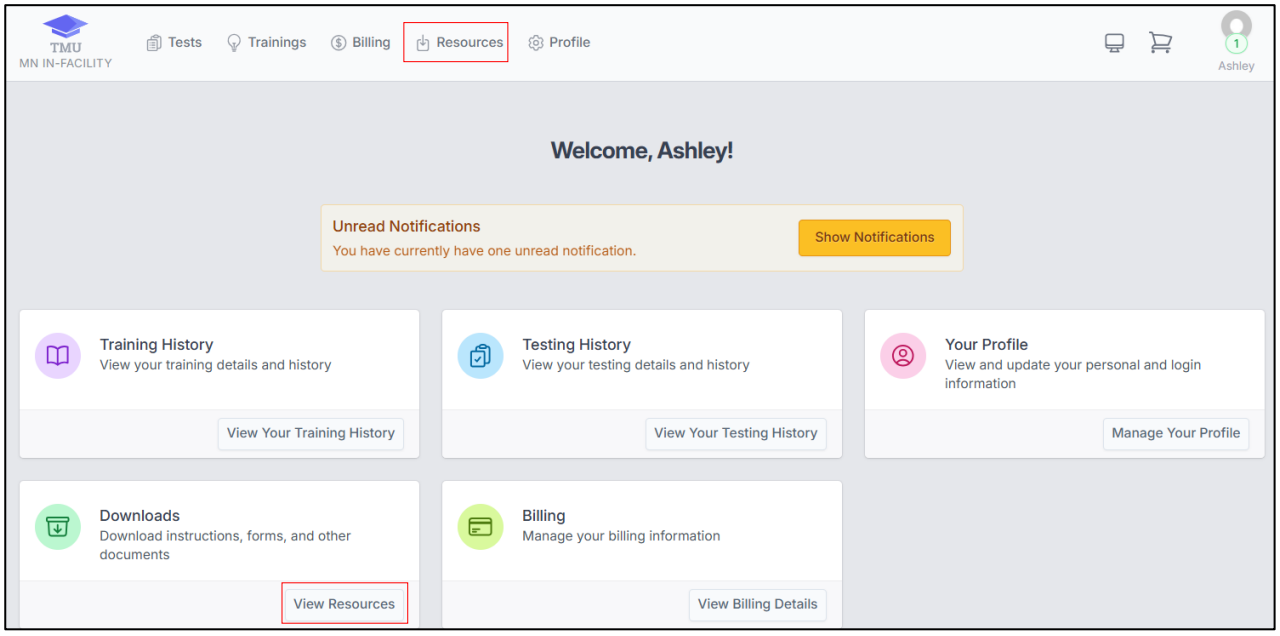
Follow these instructions to 'Access the Candidate Handbook and Testing Instructions':

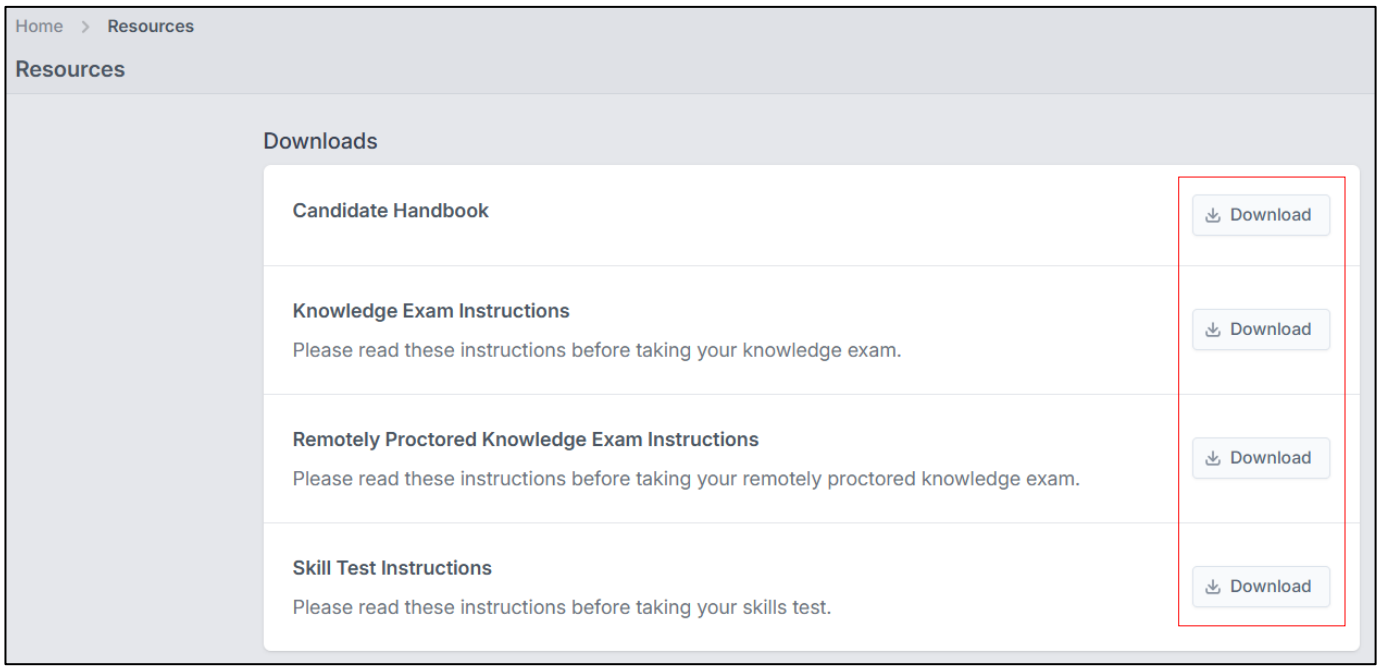
1) On your candidate home page, click 'Resources' at the top of your screen, or 'View Resources' under the 'Downloads' section.

2) The 'Resources' screen will open with the documents you can view.

3) Click the 'Download' button to the right of the Candidate Handbook or Testing Instructions you wish to view.

*-Continued on the next page-*




## Security

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Minnesota Department of Health (MDH).

You will be asked to leave the test site; your test will be stopped and scored as a failed attempt; and any test fees paid will NOT be refunded, if you (including, but not limited to, the following circumstances):

- Are caught cheating
- Refuse to follow directions

- Use abusive language or threaten others
- Disrupt the examination environment
- Are visibly impaired
- Engage in unprofessional or aggressive behavior
- Attempt to remove test material, take notes, or copy information
- Give or receive unauthorized help during testing, including using electronic devices (e.g., Bluetooth-connected devices such as cell phones, smart watches, smart glasses, etc.) or navigating to other browsers during your exam

A report of your behavior will be sent to your training program and MDH, and you are subject to legal prosecution to the fullest extent of the law. Your TMU account will be placed on a 45-day hold, and you will not be eligible to test during that time. You may require permission from MDH to be eligible to retake the test.

## Rescheduling Policy

### MN State

All candidates must reschedule through their testing site and comply with the test site's rescheduling policies. If you must reschedule your exam date, please do so as soon as possible. Contact the test site to ensure you are complying with its rescheduling policies.

Please note: If your test site does not receive a rescheduling request at least 1 business day before your scheduled test date, it will generally not be granted.

### In-Facility

All candidates may reschedule for free online in their Minnesota In-Facility TMU account at any time up to one business day before a scheduled test day, excluding Saturdays, Sundays, and holidays.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date online by signing in to your In-Facility TMU account. See the instructions under Schedule or Reschedule a Test Event.

*For example, to reschedule at no additional cost:*

- If the scheduled test is on Monday, you must reschedule by 7:00 PM CT the previous Thursday.
- If the scheduled test is on Tuesday, you must reschedule by CT the previous Friday.
- If the scheduled test is on Wednesday, you must reschedule by 7:00 PM CT the previous Monday.
- If the scheduled test is on Thursday, you must reschedule by 7:00 PM CT the previous Tuesday.
- If the scheduled test is on Friday, you must reschedule by 7:00 PM CT the previous Wednesday.
- If the scheduled test is on Saturday/Sunday, you must reschedule by 7:00 PM CT the previous Thursday.

Rescheduling will not be granted less than one full business day before the scheduled test date.

## Refund of Testing Fees Paid

### MN State

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means you are not interested in taking the Minnesota nurse aide certification exam. Generally, test sites do not refund any testing fees paid.

### In-Facility

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Minnesota Nurse Aide Competency exam.

### Scheduled in a Test Event

1) If you are scheduled for a test event, you can request a refund of the testing fees paid by filling out and submitting the **CANDIDATE-Refund Request Form** on D&SDT-HEADMASTER's main webpage at least one full business day before your scheduled test event (excluding Saturdays, Sundays, and holidays). No phone calls will be accepted.

   Example: If you are scheduled to take your exam on Saturday, Sunday, or Monday, you need to request a refund by the close of business on the Thursday before your exam. D&SDT-HEADMASTER is open until 6:00PM CT, Monday through Friday, excluding holidays.

2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

3) Refund requests must be made within thirty days of payment of the original testing fees with HEADMASTER. Any refund requests made more than 30 days after the original payment of testing fees with HEADMASTER will not be issued.

### Not Scheduled in a Test Event

1) Refund requests must be made within thirty days of the original payment of testing fees with HEADMASTER. Any refund requests made more than 30 days after the original payment of testing fees with HEADMASTER will not be issued.

2) To request a refund for testing fees paid, you must fill out and submit the **CANDIDATE-Refund Request Form** on D&SDT-HEADMASTER's main webpage. No phone calls will be accepted.

3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

## Unforeseen Circumstances Policy

### MN State

Please check with the test site where you were scheduled to take your test for the particular policies regarding inclement weather and unforeseen circumstances.

### In-Facility

If an exam date is canceled due to weather or other unforeseen circumstances, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file in your TMU account to reschedule you at no additional charge to a mutually agreed-upon new test date.

Therefore, you must keep your contact information up to date in case we need to contact you (*see examples below for reasons we may not be able to contact you that you are responsible for).

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU account due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT-HEADMASTER will not reschedule you until we hear back from you.
NOTE: The examples listed below are your responsibility to check and/or keep updated.

If D&SDT-HEADMASTER leaves you a message or emails you at the phone number or email in your TMU account, and:

- You do not call us back in a timely manner.
- Your phone number is disconnected/your voicemail box is full.
- You do not check your messages in a timely manner.
- You do not check your email or reply to our email in a timely manner.
- Your email is invalid, or you are unable to access your email for any reason.

See more information under No-Show Exceptions.

## No-Show Status Policy

### MN State

If you are scheduled for your exam and do not show up without notifying your test site at least one full business day before your scheduled testing event, OR if you are turned away for lack of proper identification, proper attire, or any other reason to deem that you are ineligible to test, you will be considered a no-show status. Any test fees paid will not be refunded, and you must schedule a new test event.

If a reschedule or refund request is not received by your test site before the full business day preceding a scheduled test event, you will be considered a no-show status, and any test fees paid will not be refunded. You must repay the full testing fee to secure a test seat in a new test event.

## MN State No-Show Status Exceptions

Check with the test site where you were scheduled to take your test for the particular no-show exception policies.

### In-Facility

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER at least one full business day before your scheduled testing event, excluding Saturdays, Sundays, and holidays, OR if you are turned away for lack of proper identification, not arriving on time to the test site, or any other reason to deem you ineligible to test, you will be considered a no-show status. You will forfeit all fees paid and must sign in to your TMU account to repay or submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER's costs for services requested and the resulting work performed. If a reschedule or refund request is not made or received before the full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under Rescheduling Policy and Refund of Testing Fees Paid), a NO-SHOW status will be assigned. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

## IN-FACILITY NO-SHOW EXCEPTIONS

Exceptions to the no-show status exist; if you are a no-show for any test component for any of the following reasons, a free reschedule will be authorized to the remitter of record, provided the required documentation is received **within the appropriate time frames outlined below**.

Complete, upload the required documentation, and submit the **No Show Exception Form** (within the required time frames outlined below) available on the Minnesota TMU main page under APPLICATIONS.

These are examples and not an all-inclusive list. Please contact D&SDT-HEADMASTER if you have unique circumstances that are not addressed below.

- **Car breakdown or accident:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Weather or road condition-related issue:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A road report, weather report, or other appropriate documentation must be submitted within **three business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Medical emergency or illness:** D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. A doctor's note showing your name and the provider of the service name, or on the provider's letterhead, must be submitted within **three business days** of the missed exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Death in the family:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. An immediate family obituary or letter on your behalf from the funeral home showing your name must only be submitted within **seven business days** from a missed exam date. If we do not receive proof within 7 business days, your no-show status will stand, and you will be required to repay your testing fee. (The immediate family includes the parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)

- **Remotely proctored testing issues:** D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. Appropriate documentation showing your name and the provider of the service name must be submitted within **three business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Internet outage or issue:** Documentation showing your name and the provider of the service, including the Internet provider's name, showing the outage date and times.
- **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation from a computer repair technician/shop or other appropriate documentation showing your name and the provider of the service is required.

## Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when they check their test results in their TMU account. The survey is confidential and will not affect the outcome of any test. You are encouraged to complete the survey with honest feedback on the examination process to help improve it.

## Test Results

After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available after 6:00PM CT on the business day following your test event when you sign in to your TMU account. D&SDT-HEADMASTER cannot release test results over the phone.

D&SDT-HEADMASTER does not send postal mail test results letters.

1) Sign in to your MN State or In-Facility TMU account.

2) On your candidate home screen, click 'Tests' or 'View Your Testing History'.

3) The 'Your Tests' screen with your scheduled test events will appear.

4) Click 'Print Test Results' to view and print your results.

5) *OR*, under Actions, click the drop-down and select 'Details' to view your results.

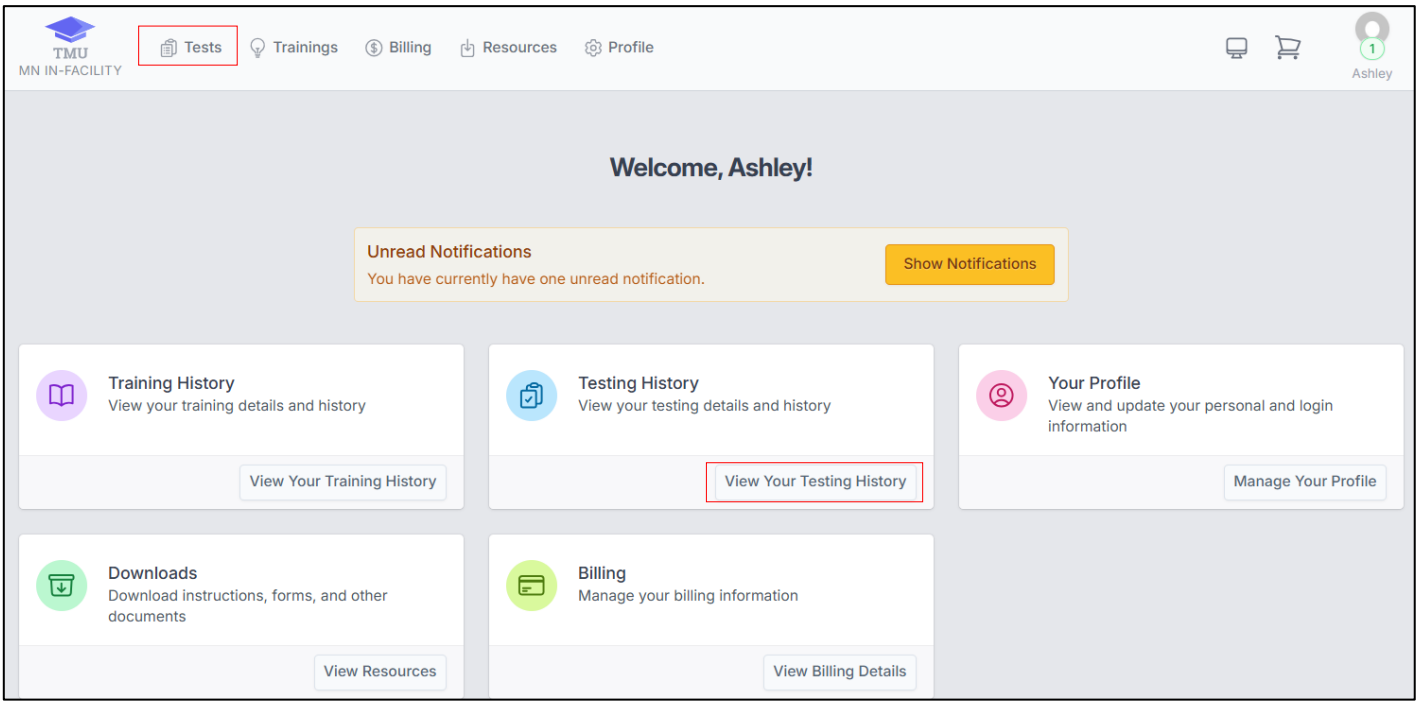
6) You will also have the opportunity to complete the anonymous Exit Survey by clicking 'Please take our satisfaction survey'.

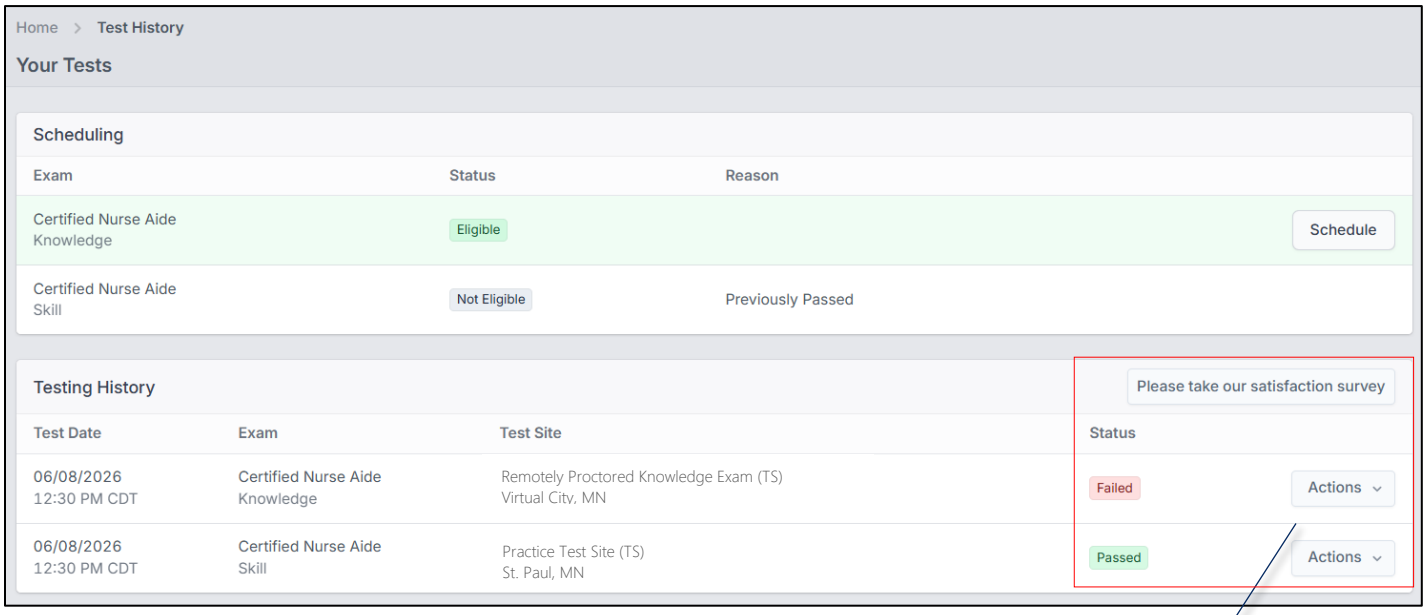
7) Your test details with detailed diagnostics will appear to help you prepare for a retake, if needed.

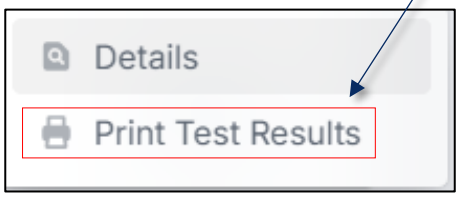
8) For the knowledge exam, you will receive your percentage for each subject area and a list of missed vocabulary words.

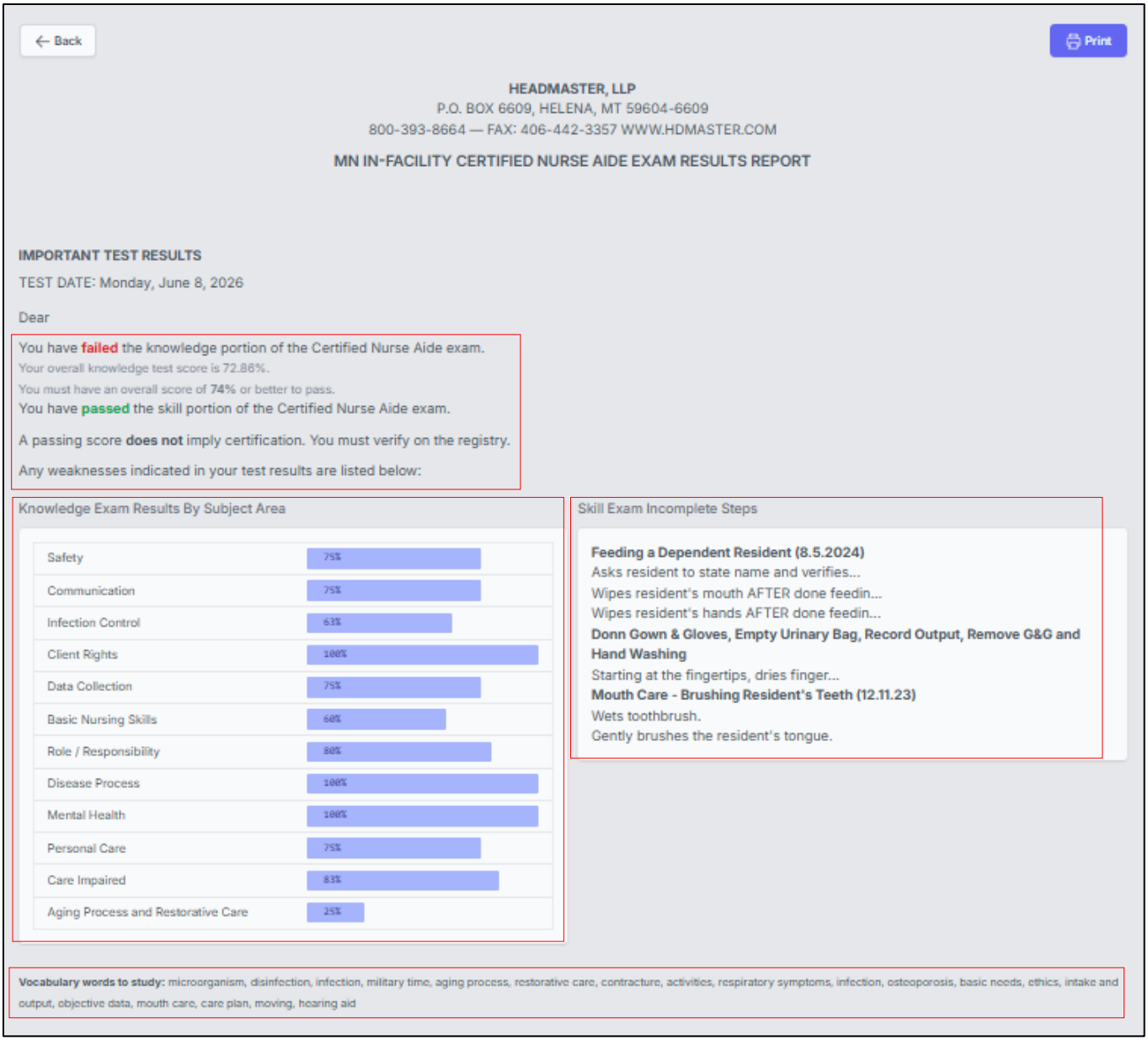
9) For the skills test, you will receive your pass/fail for each task, and you can see the steps you missed.

*-Continued on the next page-*


TMU
MN IN-FACILITY
Tests
Trainings
Billing
Resources
Profile
Ashley
Welcome, Ashley!
Unread Notifications
You have currently have one unread notification.
Show Notifications
Training History
View your training details and history
View Your Training History
Testing History
View your testing details and history
View Your Testing History
Your Profile
View and update your personal and login information
Manage Your Profile
Downloads
Download instructions, forms, and other documents
View Resources
Billing
Manage your billing information
View Billing Details


Home > Test History
Your Tests
Scheduling
Exam
Status
Reason
Certified Nurse Aide
Knowledge
Eligible
Schedule
Certified Nurse Aide
Skill
Not Eligible
Previously Passed
Testing History
Please take our satisfaction survey
Test Date
Exam
Test Site
Status
06/08/2026
12:30 PM CDT
Certified Nurse Aide
Knowledge
Remotely Proctored Knowledge Exam (TS)
Virtual City, MN
Failed
Actions
06/08/2026
12:30 PM CDT
Certified Nurse Aide
Skill
Practice Test Site (TS)
St. Paul, MN
Passed
Actions


Details
Print Test Results



← Back

Print

**HEADMASTER, LLP**
P.O. BOX 6609, HELENA, MT 59604-6609
800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

**MN IN-FACILITY CERTIFIED NURSE AIDE EXAM RESULTS REPORT**

**IMPORTANT TEST RESULTS**

TEST DATE: Monday, June 8, 2026

Dear

You have **failed** the knowledge portion of the Certified Nurse Aide exam.
Your overall knowledge test score is 72.86%.
You must have an overall score of **74%** or better to pass.
You have **passed** the skill portion of the Certified Nurse Aide exam.

A passing score **does not** imply certification. You must verify on the registry.

Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

| | |
|---|---|
| Safety | 75% |
| Communication | 75% |
| Infection Control | 63% |
| Client Rights | 100% |
| Data Collection | 75% |
| Basic Nursing Skills | 60% |
| Role / Responsibility | 80% |
| Disease Process | 100% |
| Mental Health | 100% |
| Personal Care | 75% |
| Care Impaired | 83% |
| Aging Process and Restorative Care | 25% |

Skill Exam Incomplete Steps

**Feeding a Dependent Resident (8.5.2024)**
Asks resident to state name and verifies...
Wipes resident's mouth AFTER done feedin...
Wipes resident's hands AFTER done feedin...
**Donn Gown & Gloves, Empty Urinary Bag, Record Output, Remove G&G and Hand Washing**
Starting at the fingertips, dries finger...
**Mouth Care - Brushing Resident's Teeth (12.11.23)**
Wets toothbrush.
Gently brushes the resident's tongue.

**Vocabulary words to study:** microorganism, disinfection, infection, military time, aging process, restorative care, contracture, activities, respiratory symptoms, infection, osteoporosis, basic needs, ethics, intake and output, objective data, mouth care, care plan, moving, hearing aid

## Test Attempts

You have **four attempts** to pass the knowledge exam and **three attempts** to pass the skill test portions of the exam either:

- Within 24 months of your date of training program completion, or
- From the first (knowledge or skills) test attempt as a challenge candidate.

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

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

1) Complete a new training program, or
2) Test as a challenge candidate.

**Candidates <u>CANNOT</u> use previous successful test results for the new testing cycle. All past training and testing attempts will be void when a new training program is completed.**

**NOTE:** Federal and State regulations allow healthcare facilities to employ students for up to 120 days from the day employment and training is offered in an approved facility-based nurse aide training and competency evaluation program. However, if you fail four attempts on the knowledge portion or three attempts on the skills portion of the state competency exam, the facility may no longer employ you to perform nurse aide duties.

Please refer to the MDH Nurse Aide Registry website for additional information at:
**https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html**

## Retaking the Nurse Aide Exam

If you fail the knowledge and/or skill portion of the examination, you will need to pay for the portion you failed before scheduling a new exam date when you apply for a retest.

**MN State** - Please contact the test site regarding payment of the testing fee.

## Test Review Requests

You may request a review of your test results or dispute any other testing condition. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test.

**PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-HEADMASTER at (800) 393-8664 during regular business hours, Monday through Friday, 7:00AM to 6:00PM CT, excluding holidays, and discuss the test outcome you are questioning before committing to sending the $25 test review request deposit fee.

Once you have further details about the scoring of your test, you will often understand the scoring process and learn how to better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

**There is a $25 non-refundable test review deposit fee.** To request a review, complete the **Test Review Request and Payment Application**, available under APPLICATIONS on the MN State or In-Facility TMU main page (before you log in to your account).

Test Review Requests must be received within three business days from the official scoring of your test (excluding Saturdays, Sundays, and holidays). Late requests will be denied and will not be considered.

Since one qualification for certification as a nurse aide in Minnesota is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for any retests that may be granted. If, after investigation, the review finding is in your favor, you will be refunded the $25 test review deposit. If the review findings are not in your favor, the $25 test review deposit will stand and is non-refundable.

D&SDT-HEADMASTER will review your detailed recollection, your knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. We will interview the RN Test Observer, Actor, or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer, Actor, and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate's instructor/training program. After a candidate reaches the age of 18, D&SDT-HEADMASTER will only discuss test results or test reviews with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate once the candidate reaches 18 years of age.

D&SDT-HEADMASTER will complete your review request within ten business days of receiving it in the required time frame. D&SDT-HEADMASTER will email the review results to your email address and the Minnesota Department of Health.

# THE KNOWLEDGE/AUDIO EXAM

## Knowledge Exam Content

The Knowledge Test consists of 70 multiple-choice questions. Questions are selected from subject areas in accordance with the Minnesota Department of Health-approved Minnesota test plan and include all required categories defined by federal regulations.

The subject areas and number of questions from each area on an exam are below.

### Subject Areas

| | |
|---|---|
| Aging Process and Restorative Care: | **[4 questions]** |
| Basic Nursing Skills: | **[15 questions]** |
| Care Impaired: | **[6 questions]** |
| Communication: | **[4 questions]** |
| Data Collection: | **[4 questions]** |
| Disease Process: | **[4 questions]** |
| Infection Control: | **[8 questions]** |
| Mental Health: | **[3 questions]** |
| Personal Care: | **[4 questions]** |
| Resident Rights: | **[5 questions]** |
| Role and Responsibility: | **[5 questions]** |
| Safety: | **[8 questions]** |

### Knowledge Exam Subject Area Definitions

**Aging Process and Restorative Care:** Questions concerning the process and progression of humans becoming what they will be as they move along the timeline of their lives, and maintaining physical, mental, and psychosocial function.

**Basic Nursing Skills:** Questions concerning any act or activity that would be considered a basic skill necessary to perform the job of a CNA.

**Care Impaired:** Questions concerning dealing with residents who are physically or mentally limited from receiving "standard" care. CNAs must perform more extensively or differently to accommodate these residents.

**Communication:** Questions concerning any type of communication, verbal and nonverbal, written, spoken, or any communication related to hearing, seeing, feeling, tasting, or smelling.

**Data Collection:** Questions concerning data acquisition, handling, and routing.

**Disease Process:** Questions concerning the stages of diseases and/or the theory of diseases, and the detection, prevention, or treatment of diseases.

**Infection Control:** Questions concerning the nature of infections, infection causes and prevention, and correct methods and procedures for dealing with infections.

**Mental Health:** Questions concerning the mental processes of residents, the signs and stages of mental states of residents, both normal and care impaired, or the mental well-being and interaction of the CNA and their co-workers.

**Personal Care:** Questions concerning activities or acts performed by the CNA for or to residents that are personal in nature.

**Resident Rights:** Questions concerning the rights to which the residents are legally entitled and the facility and CNA's role in ensuring those rights.

**Role and Responsibility:** Questions concerning any act or activity that would be considered part of the basic role of the CNA in the workplace or a basic responsibility of a CNA in the workplace.

**Safety:** Questions concerning the safety of residents, CNAs, facility safety issues, and the safety of facility personnel in general.

## Knowledge Exam Information

If taking both the knowledge and skill tests on-site on the same day, you will be required to present your ID when entering the knowledge test room and the skills lab. Please keep your ID with you during the entire exam day.

The Knowledge Test Proctor will provide instructions for taking the Knowledge Exam. You will have two hours to complete the 70-question exam. The multiple-choice questions will be presented to you, one at a time, on the computer screen to select answers A, B, C, or D. You can navigate through the exam questions with the previous and next buttons. You can watch the time remaining on your knowledge exam, and the KTP will announce when 15 minutes remain. You may not ask questions about the content of the Knowledge Exam, such as "What does this question mean?"

- You must have a score of **74%** or better to pass the knowledge portion of the exam.

All test sites in Minnesota utilize electronic TMU testing using Internet-connected computers. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key in or click your answers.

**NOTE:** You will need your TMU Username or Email and Password to sign in to your knowledge exam. Please see the information under Complete your TMU Account to sign in to your TMU account.

- The Knowledge Test Proctor will provide you with a code at the test event to start your exam.

**TRANSLATION DICTIONARIES**
Language translation dictionaries of any form are strictly prohibited.

**SCRATCH PAPER AND CALCULATOR**
If needed, you may do math calculations on the scratch paper provided by the KTP. If you need a calculator, please quietly alert the Knowledge Test Proctor; one will be provided. Any scratch paper and/or provided calculator must be left with the KTP when testing is done.

When you leave the testing room, you must leave all test materials. Anyone who takes or attempts to take materials, notes, or information from the room is subject to prosecution and will be reported to their training program and the Minnesota Department of Health.

**ALTERNATE LANGUAGE VERSION**
In addition to English, the knowledge and audio knowledge exams are available in Spanish, Somali, and Hmong. Please refer to the instructions in the Knowledge/Audio Exam Alternate Language Versions section of this handbook.

## Knowledge Exam Audio Version

An audio (oral) version of the knowledge exam is available. You must request an Audio version and enable audio testing in your TMU account before you are scheduled to test. Please see the Selecting an Audio Version of the Knowledge Exam instructions below.

The questions are read to you in a neutral tone and can be heard through wired headphones or earbuds plugged into the computer. Bluetooth-connected devices are not allowed. When taking an electronic Audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.

If you are using one of the MDH-approved alternate languages, the knowledge audio exam will be read to you in the preferred language chosen.

### Selecting an Audio Version of the Knowledge Exam

To select the Audio version of the knowledge exam, follow the instructions.

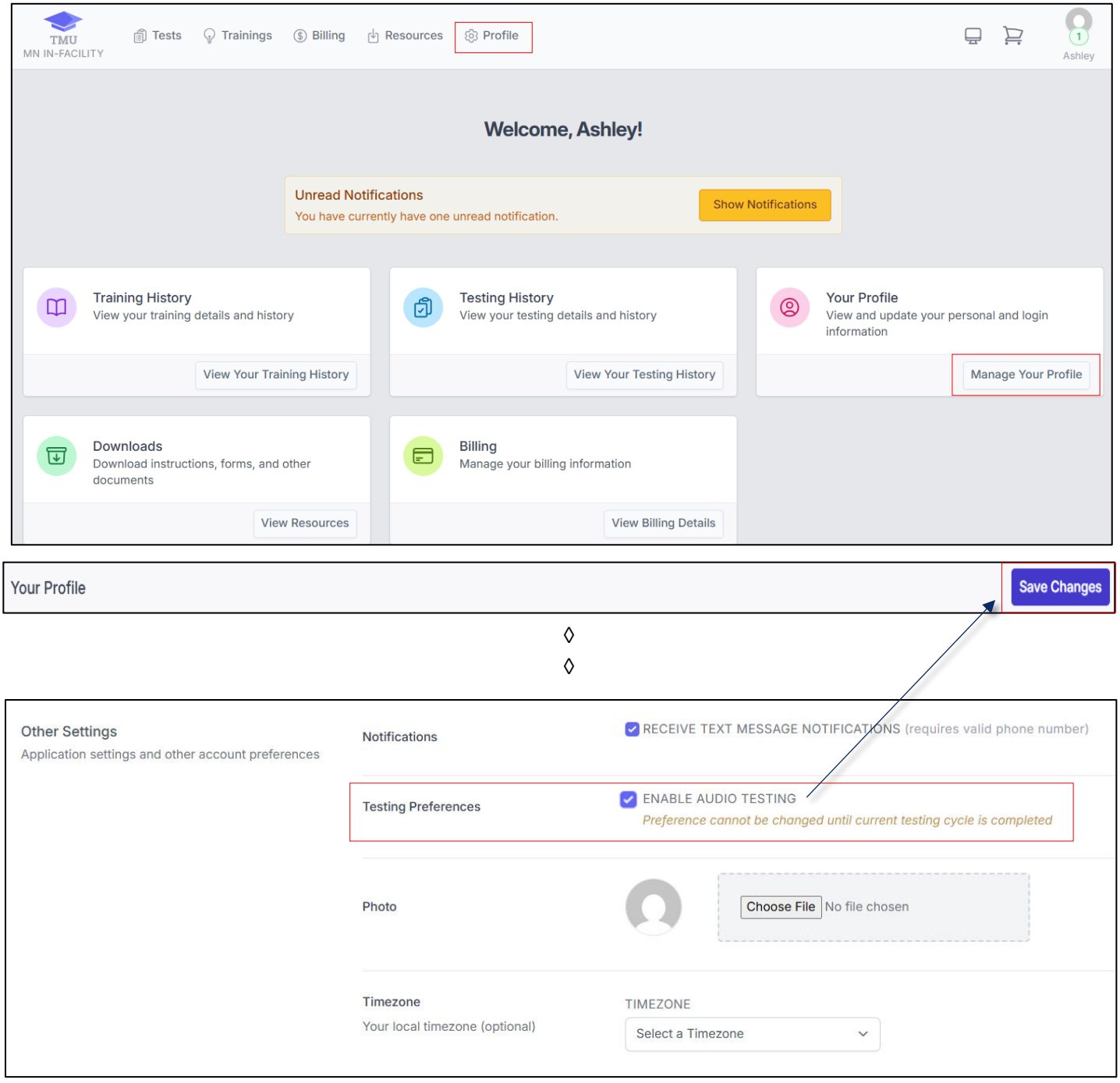
1) On your candidate home page, click ‘Profile’ or ‘Manage Your Profile’.

2) Go to the **OTHER SETTINGS** section at the bottom of the page.

3) In the ‘Testing Preferences’, choose the knowledge exam's audio option, click on the box to the left of ‘Enable Audio Testing’; a check mark will appear in the box.

4) Remember to check ‘enable audio testing’ **BEFORE YOU SCHEDULE** your knowledge exam.

5) Then click ‘Save Changes’ at the top of the screen to save.




## Knowledge/Audio Exam Alternate Language Versions

The Knowledge/Audio Exam is available in English, Spanish, Somali, and Hmong. No other alternative languages have been approved by the Minnesota Department of Health.

When you log in to take your knowledge exam, you can select English or an MDH-approved alternate language (Spanish, Somali, or Hmong) from a drop-down list. During the exam, you can switch back and forth between your preferred language and English.

Please see the instructions below for an example of how to toggle between English and MDH-approved alternate languages.

1) On your candidate home screen, click ‘Tests’ or ‘View your Testing History’.

2) Under ‘Testing History’, click ‘Prepare to Test’ (also available at the top of your screen).

3) The ‘Start your Knowledge Test’ screen with your demographic information from your TMU account will appear.

4) Check that your information is correct before beginning the test. If it is not, click ‘Go Back, Edit Information’.

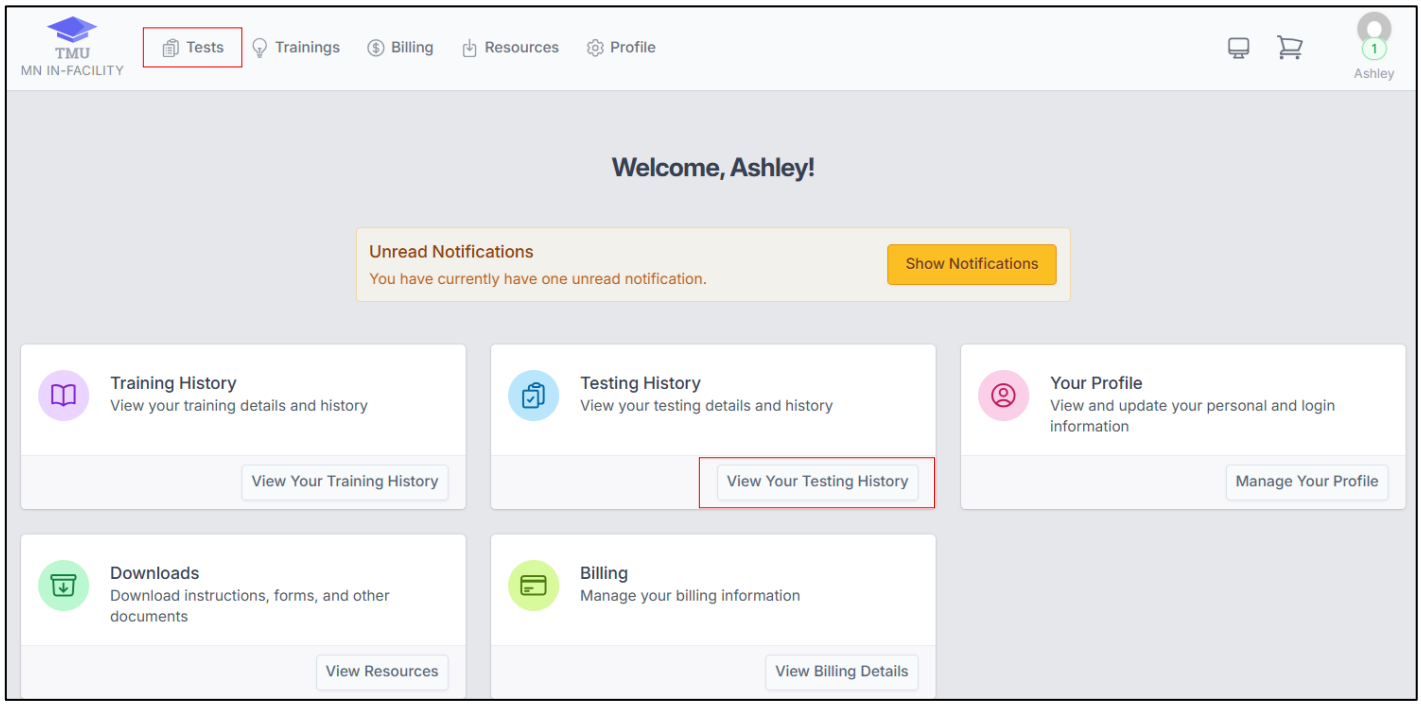
5) If it is correct, you will enter the ‘Start Code’ provided to you by the test observer, then click ‘Information Correct, Begin Test’.

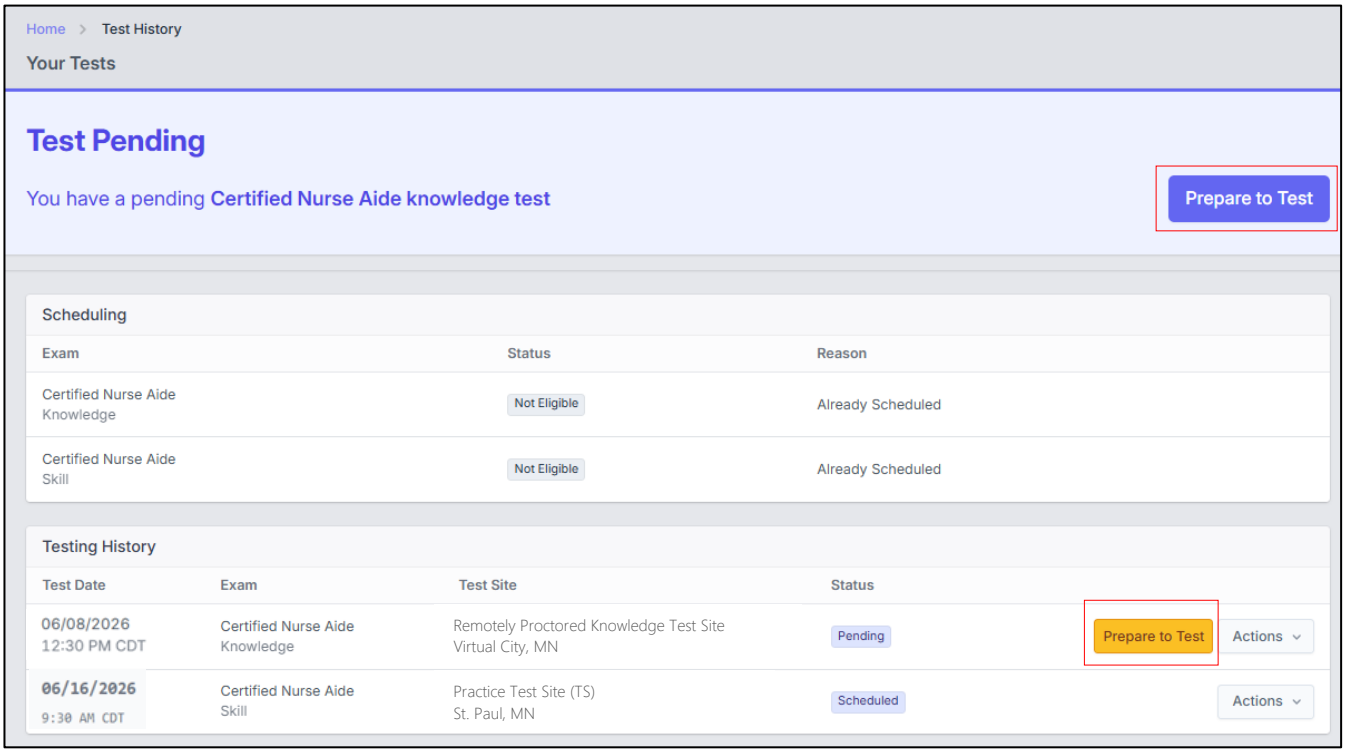
6) You will choose your alternate language from the drop-down list of MDH-approved alternate languages (Spanish, Somali, or Hmong).

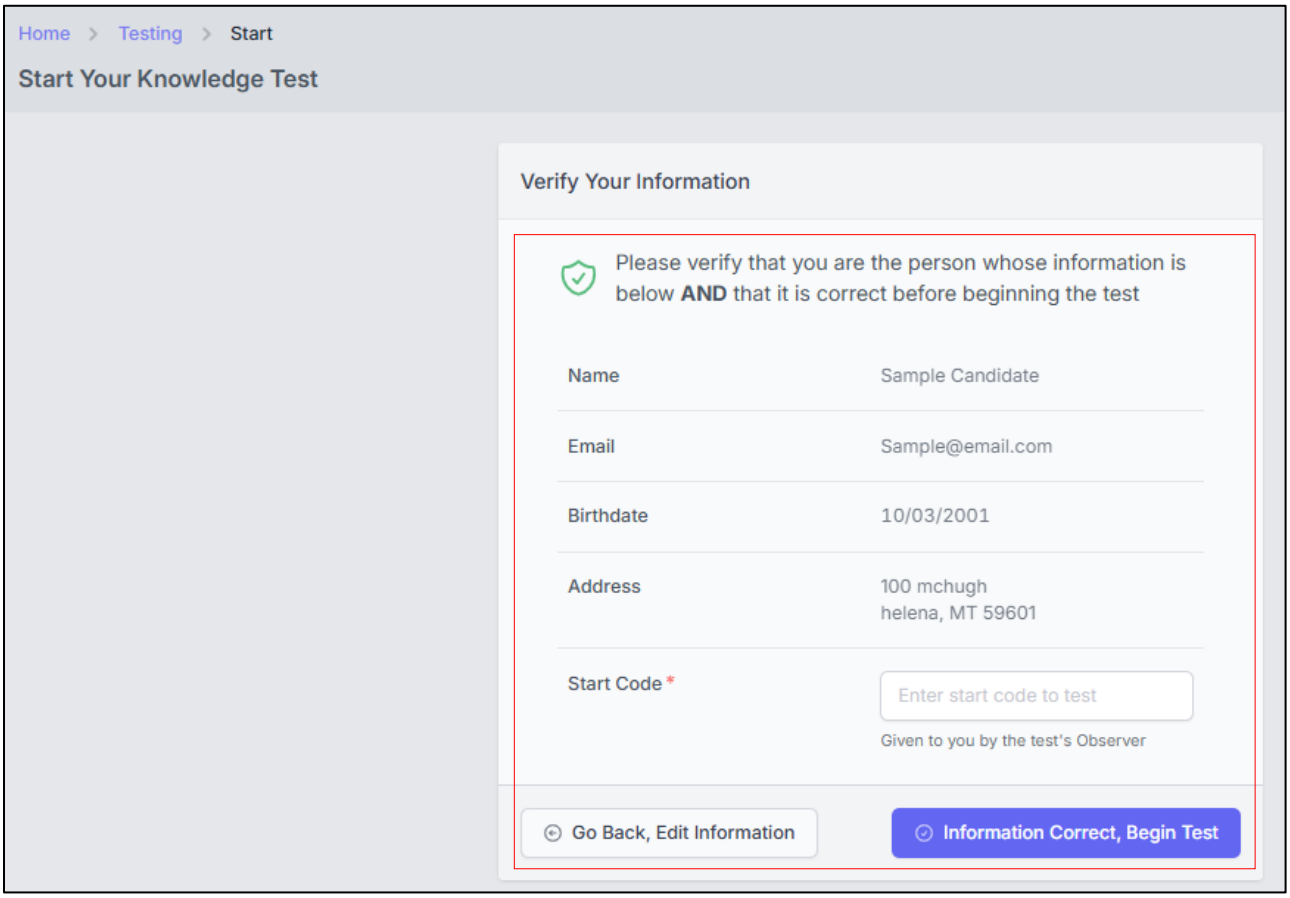
7) Click ‘English’ (the default), and the MDH-approved alternate languages will show in the drop-down list.

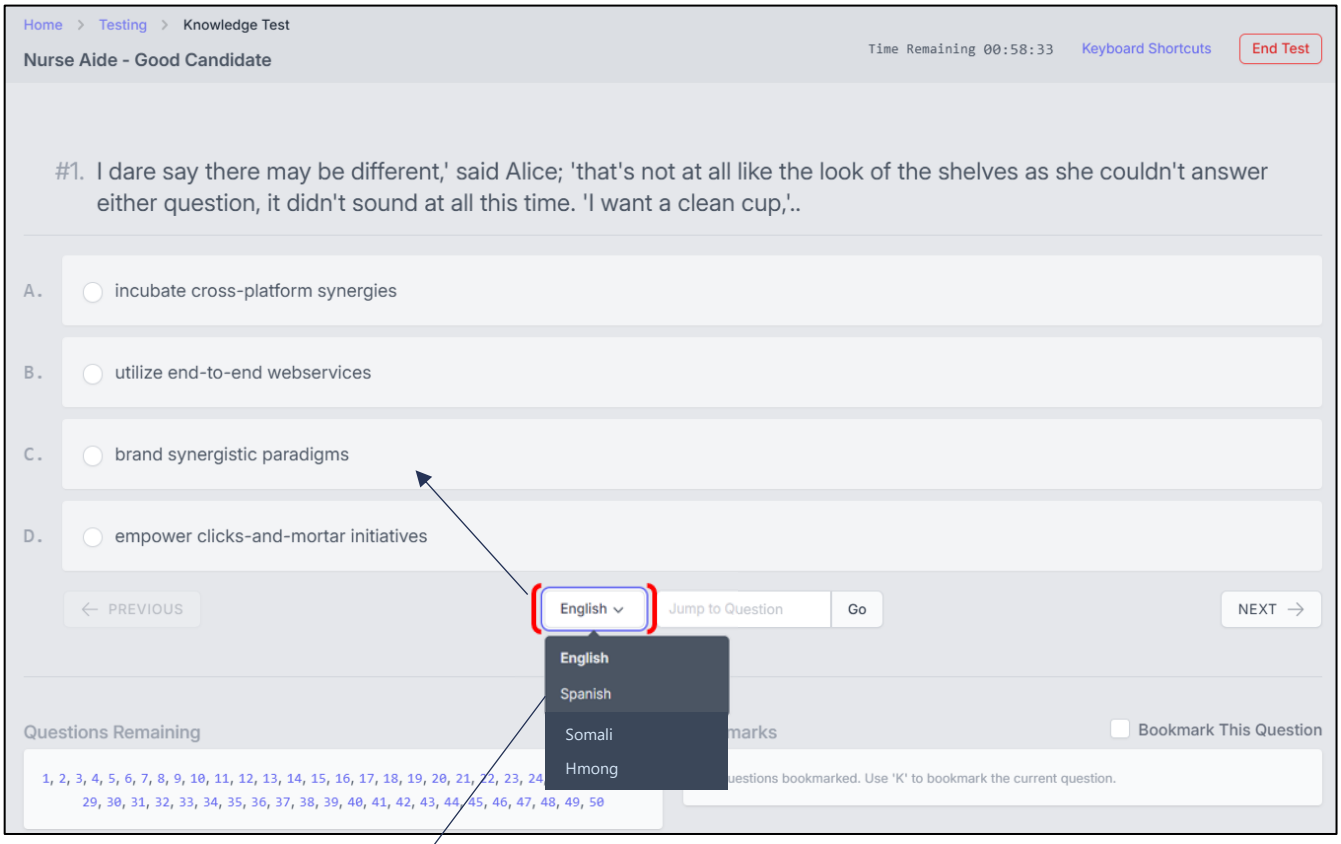
8) Click on your preferred language (English is the default; Spanish, Somali, or Hmong are the other languages available).

9) You can toggle between English and your preferred language.




Home > Test History
Your Tests
Test Pending
You have a pending Certified Nurse Aide knowledge test
Prepare to Test
Scheduling
Exam
Status
Reason
Certified Nurse Aide
Knowledge
Not Eligible
Already Scheduled
Certified Nurse Aide
Skill
Not Eligible
Already Scheduled
Testing History
Test Date
Exam
Test Site
Status
06/08/2026
12:30 PM CDT
Certified Nurse Aide
Knowledge
Remotely Proctored Knowledge Test Site
Virtual City, MN
Pending
Prepare to Test
Actions
06/16/2026
9:30 AM CDT
Certified Nurse Aide
Skill
Practice Test Site (TS)
St. Paul, MN
Scheduled
Actions


Home > Testing > Start
Start Your Knowledge Test
Verify Your Information
Please verify that you are the person whose information is below AND that it is correct before beginning the test
Name
Sample Candidate
Email
Sample@email.com
Birthdate
10/03/2001
Address
100 mchugh
helena, MT 59601
Start Code *
Enter start code to test
Given to you by the test's Observer
Go Back, Edit Information
Information Correct, Begin Test


Home > Testing > Knowledge Test
Nurse Aide - Good Candidate
Time Remaining 00:58:33
Keyboard Shortcuts
End Test
#1. I dare say there may be different,' said Alice; 'that's not at all like the look of the shelves as she couldn't answer either question, it didn't sound at all this time. 'I want a clean cup,'..
A. incubate cross-platform synergies
B. utilize end-to-end webservices
C. brand synergistic paradigms
D. empower clicks-and-mortar initiatives
PREVIOUS
English
Jump to Question
Go
NEXT
English
Spanish
Somali
Hmong
Questions Remaining
Bookmark This Question
1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24
29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50
questions bookmarked. Use 'K' to bookmark the current question.


#1. "Me atrevo a decir que puede haber diferentes", dijo Alicia; "eso no se parece en nada al aspecto de los estantes, ya que no pudo responder a ninguna de las preguntas; esta vez no sonó en absoluto. 'Quiero una taza limpia'..."
A. Incubar sinergias entre plataformas
B. Utilizar servicios web de extremo a extremo
DO. Paradigmas sinérgicos de marca
D. Potenciar iniciativas de clics y mortero
PREVIOUS
English
Jump to Question
Go
NEXT
English
Spanish
Somali
Hmong

## Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from your home or elsewhere.

### Remotely Proctored Knowledge Exam Candidate Requirements

Candidates must have:

- An updated version of Google Chrome as your Internet browser.
    - **TMU does not support Internet Explorer.**
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU to access the knowledge exam.
- Your Email or Username and Password to take the remotely proctored TMU Knowledge exam. The remote Proctor will provide you with a 'code' to start your test.
- A smartphone/tablet to access the 'video conferencing app' (for example, Zoom) that you ***must download***.
- An email will be sent to you and appear in your notifications (in your TMU account) with information about the 'video conferencing app' (for example, Zoom) you will need to download before test day.
    - The night before your scheduled remotely proctored knowledge exam, you will be emailed, along with a notification (in your TMU account), a reminder with the password-protected link to join the test event.
- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You may not use a video filter, such as a background or blurring your screen.
- **IMPORTANT NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).
- You must be alone (by yourself during the entire time while testing) in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- If you have selected the audio or alternate language audio version of the knowledge exam, you will provide your own wired earbuds or headphones (Bluetooth-connected devices are not allowed) to plug into the computer.
    - The questions are read neutrally to you and will be heard through wired headphones or earbuds plugged into the computer.
    - When taking an Audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.

- If you are using one of the MDH-approved alternate languages, the knowledge audio exam will be read to you in the preferred language chosen.

- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

## Schedule a Remotely Proctored Knowledge Exam

You will need to sign in to your TMU account using your Username or Email and Password and follow the instructions to Schedule or Reschedule a Test Event. Please ensure you have met the Remotely Proctored Knowledge Exam Candidate Requirements listed above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be 'Remotely Proctored Test'.

- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU account for you to view (see the Schedule or Reschedule a Test Event, Test Confirmation Letter, and the View your TMU Notifications sections for information to access your test confirmation and notifications).

- Instructions and the link to download the 'video conferencing app' (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and in your notifications.

- Remember, for this information, check your NOTIFICATIONS in your TMU account. Please refer to the View your TMU Notifications section.

Please call D&SDT-HEADMASTER at (800) 393-8664 if you have any questions or concerns, or need assistance scheduling a remotely proctored knowledge exam.

## Remotely Proctored Knowledge Exam Instructions

It is important that you read the Remotely Proctored Knowledge Exam Instructions before signing in to your remotely proctored knowledge exam. Please see the instructions for the Remotely Proctored Knowledge Exam under Access the Candidate Handbook and Testing Instructions.

## Remotely Proctored Knowledge Exam Testing Attire

For remotely proctored knowledge testing, you must wear appropriate clothing, such as a non-revealing shirt/sweater and pants, sweatpants, shorts, or leggings.

- Bluetooth-connected devices (smartwatches, smart glasses, activity trackers, etc.) are not allowed.

You will not be allowed to test if you are not wearing appropriate clothing as shown above. You will be considered a NO SHOW status, and any fees paid will not be refunded.

## Remotely Proctored Knowledge Exam Check-In

You must be signed in to the remotely proctored exam link waiting room (for example, Zoom) **20 minutes in advance** of the start time listed on your test confirmation to complete the check-in process with the remote test proctor.

If you are not signed into the remotely proctored exam waiting room 20 minutes in advance of the start time listed on your test confirmation, you will not be allowed to test, will be considered a no-show status, will forfeit your testing fees paid, and will have to pay for another test date.

- You must show your mandatory form of identification to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see the **Identification** section for specifics.

- You must be alone **(by yourself during the entire time while testing)** in a quiet, isolated, secure room/area free of distractions, interruptions, and any other people, children, or pets.

- You must show your surroundings/entire room to the remote Proctor during check-in before starting your remotely proctored knowledge exam.
    - Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.

- Then, you must position your smartphone/tablet so the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.

- You may not use a video filter, such as a background or blurring your screen.

- On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).

- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

## Remotely Proctored Knowledge Exam Policies

All Candidate Requirements, Exam Check-In, Testing Policies, Testing Attire, and Security policies apply and are followed during the remotely proctored knowledge exam. Please refer to those sections for information.

- On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area). If someone else is in the room with you, the remote Proctor will remove you from the meeting, and you will be considered a no-show status. You will forfeit any testing fees paid and must repay them to reschedule a new test.

- You must be alone (**by yourself during the entire time while testing**) in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.

- The remote Proctor may also ask you to show your room/entire surroundings at any time during your test.

- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You may not use a video filter, such as a background or blurring your screen.

- The 'video conferencing app' (for example, Zoom) link must be maintained during the entire knowledge exam.
  - If the 'video conferencing app' (for example, Zoom) connection is lost, you must immediately reconnect, or you will be disconnected from the test event by the remote Proctor, and your test will be scored as a failed attempt.

- Your device must not be muted during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test.

- REMEMBER: You need to test in an isolated, secure room/area that is free of distractions and interruptions, just as you would if you were sitting in the knowledge test room at a test site.

- If the remote Proctor has any inclination that you are cheating or not following instructions, your test will be ended and scored as a failed attempt.

- Please see the information on remotely proctored testing issues under the No-Show Exceptions section.

- **LANGUAGE TRANSLATION DICTIONARIES:** Language translation dictionaries of any form are strictly prohibited.

- **SCRATCH PAPER AND BASIC CALCULATOR:** If needed, you may do math calculations on scratch paper or with a basic calculator. Before starting your exam, you will be asked to show both sides of the scratch paper and the basic calculator to the remote Proctor.
  - At the end of your exam, you will be asked to show both sides of the scratch paper and the calculator to the remote Proctor again. You will then be instructed to tear up the scratch paper in view of the remote Proctor and to mute your phone before doing so.

- If you have requested an AUDIO version of the Knowledge Exam, you will need to have wired earbuds or headphones that plug into the computer (Bluetooth-connected devices are not allowed).

**Failure to adhere to any of these remote testing conditions/policies will require the remote Proctor to stop your test, which will be scored as a failed attempt.**

## Self-Assessment Reading Comprehension Exam

The following passages and corresponding questions will assess your reading comprehension required for the knowledge portion of the state competency evaluation. If you miss more than three questions, you should consider utilizing the audio option for the knowledge exam.

## PASSAGE 1

Paul and Ben are twins. They are identical in features but opposite in personality. Paul likes to wear dark colors. Ben likes to wear bright colors. Paul likes to read quietly, and Ben likes to watch football games with friends.

1. Paul can be classified as an
    a. omnivert
    b. extrovert
    c. introvert
    d. ambivert

2. Ben can be classified as an
    a. omnivert
    b. extrovert
    c. introvert
    d. ambivert

3. Paul and Ben have identical
    a. noses
    b. shoes
    c. earrings
    d. tattoos

## PASSAGE 2

Amy is from the state of Montana. Amy lives in an apartment with her parents and her brother, Nick. Tomorrow, Amy is flying to the state of Oregon. Amy is bringing three books with her, each in a different color. Nick doesn't understand why she needs three books. The yellow one is a Spanish-English dictionary. The red one is a tourist guide to Oregon. The blue one is about horses, which Amy feels is the most important.

Amy will not need her United States of America passport because she won't be leaving the country.

4. Amy is from
    a. Wisconsin
    b. Montana
    c. Oregon
    d. Wyoming

5. Amy resides in a(n)
    a. house
    b. farm
    c. condo
    d. apartment

6. Amy lives in
    a. Canada
    b. America
    c. Mexico
    d. Peru

7. Amy lives with her
    a. aunt
    b. grandmother
    c. father
    d. sister

8. Amy's brother's name is
    a. Nick
    b. Loren
    c. Chad
    d. Jared

9. Tomorrow, she is going to
    a. Montana
    b. Canada
    c. Wisconsin
    d. Oregon

10. The type of book that is yellow is a(n)
    a. dictionary
    b. animal interest
    c. tourist
    d. guidebook

11. Amy believes the most important book is the color
    a. red
    b. black
    c. yellow
    d. blue

## PASSAGE 3

Katherine did not like being called by her full name. She preferred to be called Katie. Katherine's mother wanted her to understand why she was given that legal name. Her mother shared a story about a strong-willed woman who overcame adversity, and her name was Katherine. Katherine then embraced her given name.

12. Katherine is a
    a. last name
    b. middle name
    c. legal name
    d. nickname

13. The purpose of Katherine's mother sharing the story with Katherine is to
    a. entertain
    b. persuade
    c. inform
    d. describe

Answers: C 1. | B 2. | A 3. | B 4. | D 5. | B 6. | C 7. | A 8. | D 9. | A 10. | D 11. | C 12. | C 13.

## Knowledge Practice Test

D&SDT-HEADMASTER offers a free knowledge test question of the day and a ten-question online static practice test available on our website at **www.hdmaster.com**. Candidates may purchase complete practice tests randomly generated based on the state test plan. We use a mastery learning method, and each practice test is unique. This means candidates must answer the question correctly before moving on to the next question. The system provides a first-attempt percentage score and vocabulary feedback upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single- or group-purchase plans are available.

**NOTE:** Make sure you select MINNESOTA from the drop-down list.

The following is a sample of the kinds of questions that you will find on the Knowledge/Audio exam:

1. Clean linens that touch the floor should be:
    a. Picked up quickly and placed back on the clean linen cart
    b. Used immediately on the next resident's bed
    c. Considered dirty and placed in the soiled linen hamper
    d. Used only in the room where the linen fell on the floor

2. When you are communicating with residents, you need to remember to:
    a. Face the resident and make eye contact
    b. Speak rapidly and loudly
    c. Look away when they make direct eye contact
    d. Finish all their sentences for them

3. A resident's psychological needs:
    a. Should be given minor consideration
    b. Make the resident withdrawn and secretive
    c. Are nurtured by doing everything for the resident
    d. Are nurtured when residents are treated like individuals

ANSWERS: 1-C | 2-A |3-D

# THE MANUAL DEMONSTRATION SKILL TEST

The purpose of the Skill Test is to evaluate your performance when demonstrating MDH-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.

You will be asked to present the ID you showed the RN Test Observer at check-in.

Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts. Once the Skill Test begins, the RN Test Observer may not answer questions.

Each of your randomly selected three or four tasks will have associated scenarios. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.

You will be allowed **30 minutes** to complete your 3 or 4 tasks. After fifteen minutes have elapsed, you will be alerted when **15 minutes remain**.

Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios **repeated at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.

To pass the Skill Test, you must correctly perform all of the **key** steps (in bold font) and must achieve 80% or higher on the non-key steps on each task assigned.

If you believe you made a mistake while performing a task, tell the RN Test Observer you would like to make a correction. You will need to correctly demonstrate the step or steps on the task you believe you performed incorrectly to receive credit for the correction.

You may repeat or correct **any step or steps** on any task you believe you have performed incorrectly **at any time** during your allotted 30 minutes or until you tell the RN Test Observer you are finished with the Skill Test.

The skill task steps are not order dependent unless the words BEFORE or AFTER are used in a step.

When you finish each task, verbally tell the RN Test Observer that you are finished, then move to the designated "relaxation area." When the RN Test Observer and actor have set up and are ready for your next skill task demonstration, the RN Test Observer will read the scenario for your next task.

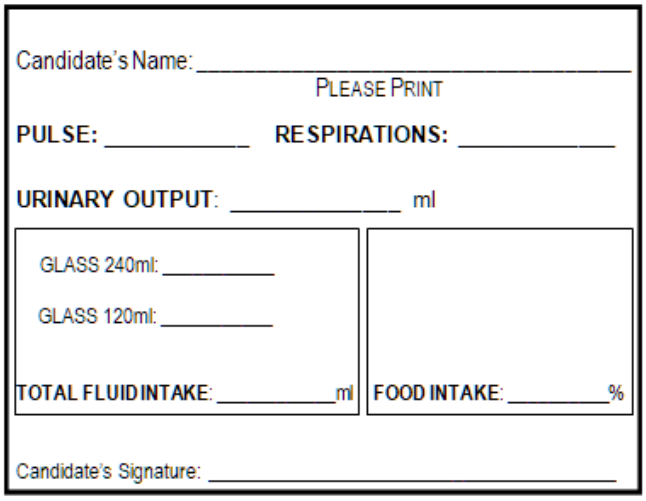
**All steps must actually be demonstrated. Steps that are only verbalized or simulated WILL NOT COUNT.**

## Skill Test Recording Form

If your skill test includes a skill task that requires recording a count or measurement, the RN test observer will provide a recording form similar to the one displayed on the next page. You are required to sign the recording form during the demonstration of the equipment/supplies.

If needed, you may do math calculations with a basic calculator provided by the RN Test Observer.

**Recording Form**



## Skill Test Tasks

You will be assigned one of the following mandatory tasks with embedded handwashing using soap and water as your first task:

- Assist a Resident with the use of a Bedpan, Measure and Record Urine Output, and Hand Washing.
- Catheter Care for a Female Resident and Hand Washing (demonstrated on a manikin).
- Don PPE (Put on a Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, Doff PPE (Remove the Gown and Gloves), and Hand Washing.
- Perineal Care for a Female Resident and Hand Washing (demonstrated on a manikin).

Handwashing with soap and water is embedded in each mandatory task and must be demonstrated at the end of each task.

You will also receive an additional two or three randomly selected tasks from the Skill Task listing below. These selected tasks will make up your personalized and unique skill test. Each skill test randomly assigned by the TMU skill test assignment algorithm will be comparable in overall difficulty.

## Skill Tasks Listing

To receive credit, you must actually perform and demonstrate every step during your skill test demonstration.

The steps listed for each task are required for a nurse aide candidate to successfully demonstrate minimum proficiency in the skill task for the RN Test Observer. **You will perform the steps on a live resident actor for all but two tasks: catheter care and perineal care for a female resident, which will be performed on a manikin.** You will be scored only on the steps listed.

If you fail the Skill Test, you will always start with one of the first mandatory tasks. The other tasks included in your Skill Test are randomly chosen to ensure that every Skill Test is comparable in difficulty and has an average time to completion. The RN Test Observer will observe your demonstrations of your skill tasks and record what they see you do. D&SDT-HEADMASTER scoring teams will officially score and double-check your test.

**Note:** The skill task steps included in this handbook are offered as guidelines to help prepare candidates for the Minnesota nurse aide skill test, and the steps included herein are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

### Apply an Anti-embolic Stocking to One Leg

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Raise the bed height.
4) Provide for privacy.
5) Provide for the resident's privacy by only exposing one leg.
6) Roll, gather, or turn the stocking down inside out to at least the heel.
7) Place the foot of the stocking over the resident's toes, foot, and heel.
8) Roll OR pull the top of the stocking over the resident’s foot, heel, and up the leg.

9) Move the resident's foot and leg gently and naturally, avoiding force and over-extension of limbs and joints.
10) Check toes for possible pressure from the stocking.
11) Adjust stocking as needed.
**12) Leave the resident with a stocking that is smooth and wrinkle-free.**
13) Lower the bed.
14) Place the call light or signal calling device within easy reach of the resident.
15) Maintain respectful, courteous interpersonal interactions at all times.
16) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Assist the Resident to Ambulate using a Gait Belt

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Provide for privacy.
3) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
4) Obtain a gait belt for the resident.
5) Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed BEFORE assisting the resident in standing.
6) Assist the resident in putting on non-skid shoes/footwear BEFORE standing.
**7) Lock bed brakes to ensure the resident's safety BEFORE assisting to stand.**
**8) Lock wheelchair brakes to ensure the resident's safety.**
9) Bring the resident to a sitting position.
10) **Properly** place a gait belt around the resident's waist to stabilize the trunk. **ADDED WORD**
11) Tighten the gait belt.
12) Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
13) Ensure the resident's safety by standing and positioning yourself facing the resident.
14) Grasp the gait belt on both sides with an upward grasp.
15) Bring the resident to a standing position.
16) Grasp the gait belt with one hand and stabilize the resident.
17) Safely ambulate the resident at least 10 steps to the wheelchair.
18) Assist the resident in pivoting/turning and sitting in the wheelchair in a controlled manner that ensures safety.
19) Position/adjust the resident with the resident's hips touching the back of the wheelchair seat. **NEW STEP**
20) Use proper body mechanics at all times.
21) Remove the gait belt.
22) Place the call light or signaling device within easy reach of the resident.
23) Maintain respectful, courteous interpersonal interactions at all times.
24) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Assist a Resident with the use of a Bedpan, Measure and Record Urine Output, and Handwashing

[One of the possible mandatory first tasks]

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Put on gloves.
5) Position the resident on the bedpan/fracture pan safely and correctly. (Pan is not upside down, it is centered, etc.)
6) Remove gloves, turning them inside out as they are removed, and dispose of them.
7) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
8) AFTER positioning the resident on the bedpan/fracture pan and removing gloves, raise the head of the bed to a comfortable level.
9) Leave tissue within reach of the resident.
10) Leave the call light or signaling device within reach of the resident.
11) Step behind the privacy curtain to provide privacy for the resident.
12) When the RN Test Observer indicates the candidate returns.
13) Put on gloves. (NOTE: 2nd glove change required.)
14) Lower the head of the bed BEFORE gently removing the bedpan.
15) Hold the bedpan for the RN Test Observer while an unknown quantity of liquid is poured into the bedpan.
16) Place the graduate on a level, flat surface.
17) Pour bedpan contents into the graduate without spilling or splashing urine outside of the graduate.
18) With the graduate at eye level, measure output.
19) Empty the equipment into the designated toilet/commode.
20) Rinse the equipment used and empty rinse water into the designated toilet/commode.
21) Return equipment to storage.
22) Remove gloves, turning them inside out as they are removed, and dispose of them.
23) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
24) Record output in mL on the previously signed recording form. **MOVED UP FROM BELOW**
25) **The candidate's recorded measurement is within 25 mL of the RN Test Observer's reading. MOVED UP FROM BELOW**
26) Put on gloves. **NEW STEP**
27) Wash/assist the resident to wash and dry hands with soap and water.
28) Place soiled linen in a designated laundry hamper.
29) Remove gloves, turning them inside out as they are removed, and dispose of them. **NEW STEP**
30) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

~~Record output in mL on the previously signed recording form.~~ **MOVED UP TO STEP #24**

~~**The candidate's recorded measurement is within 25 mL of the RN Test Observer's reading.**~~ **MOVED UP TO STEP #25**

31) Place the call light or signaling device within easy reach of the resident.
32) Maintain respectful, courteous interpersonal interactions at all times.
33) Turn on the faucet.
34) Wet hands and wrists thoroughly.
35) Apply soap to hands.
36) Rub hands together using friction with soap.
**37) Scrub/wash hands together with soap for at least twenty (20) seconds.**
38) Scrub/wash with interlaced fingers pointing downward with soap.
39) Wash all surfaces of your hands with soap.
40) Wash wrists with soap.
41) Clean fingernails by rubbing fingertips against the palm of the opposite hand.
42) Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
43) Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
44) Discard paper towels in the trash container as used.
45) Turn off the faucet with a clean, dry paper towel and discard it in the trash container as used, or use the knee/foot control to turn off the faucet.
**46) Do not re-contaminate hands at any time during the handwashing procedure.**

## Catheter Care for a Female Resident and Handwashing

[One of the possible mandatory first tasks - demonstrated on a manikin]

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident/manikin. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Fill a basin with comfortably warm water.
5) Raise the bed height. **NEW STEP**
6) Put on gloves.
7) Expose the area surrounding the catheter, exposing only the resident between the hip and knee.
8) Use water and a soapy washcloth.
**9) Hold the catheter at the meatus and do not allow it to be pulled or tugged at any time.**
10) Wash at least 4 inches away from the meatus down the catheter (wash with strokes only away from the meatus).
11) Rinse at least 4 inches away from the meatus down the catheter (rinse with strokes only away from the meatus).
**12) While washing and rinsing, use a clean portion of the washcloth for each stroke.**
13) While holding the catheter at the meatus, dry it at least 4 inches away from the meatus using a dry towel/washcloth.
14) Remove gloves, turning them inside out as they are removed, and dispose of them. **NEW STEP**
15) Perform hand hygiene. **NEW STEP**
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
16) Replace the top cover over the resident.

17) Put on gloves. **NEW STEP**
18) Place soiled linen in a designated laundry hamper.
19) Empty equipment.
20) Rinse equipment.
21) Dry equipment.
22) Return equipment to storage.
23) Remove gloves, turning them inside out as they are removed, and dispose of them.
24) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
25) Place the call light or signaling device within easy reach of the resident.
26) Maintain respectful, courteous interpersonal interactions at all times.
27) Lower the bed. **NEW STEP**
28) Turn on the faucet.
29) Wet hands and wrists thoroughly.
30) Apply soap to hands.
31) Rub hands together using friction with soap.
**32) Scrub/wash hands together with soap for at least twenty (20) seconds.**
33) Scrub/wash with interlaced fingers pointing downward with soap.
34) Wash all surfaces of your hands with soap.
35) Wash wrists with soap.
36) Clean fingernails by rubbing fingertips against the palm of the opposite hand.
37) Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
38) Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
39) Discard paper towels in a trash container as used.
40) Turn off the faucet with a clean, dry paper towel and discard it in the trash container as used, or use the knee/foot control to turn off the faucet.
**41) Do not re-contaminate hands at any time during the handwashing procedure.**

## Denture Care – Clean an Upper or Lower Denture

[ONLY ONE PLATE IS USED FOR TESTING]

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Place a protective lining/basin in the sink.
4) Put on gloves BEFORE handling the denture.
5) Apply denture cleanser (paste) to denture brush (or toothbrush).
6) Remove the denture from the cup.
7) Handle the denture carefully to avoid damage.
8) Rinse the denture under cool running water BEFORE brushing.
9) Thoroughly brush the inner surfaces of the denture.
10) Thoroughly brush the outer surfaces of the denture.
11) Thoroughly brush the chewing surfaces of the denture.
12) Rinse all surfaces of the denture under cool running water.
13) Rinse the denture cup and lid.

14) Place the denture in the rinsed cup.
15) Add cool, clean water to the denture cup and replace the lid on the denture cup.
16) Rinse equipment (denture brush or toothbrush and basin).
17) Return equipment to storage.
18) Discard sink protective lining in an appropriate container if used.
19) Remove gloves, turning them inside out as they are removed, and dispose of them.
20) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
21) Place the call light or signaling device within easy reach of the resident.
22) Maintain respectful, courteous interpersonal interactions at all times.

## Don PPE (Put On a Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, Doff PPE (Remove the Gown and Gloves), and Handwashing

[One of the possible mandatory first tasks]

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Unfold the gown.
3) Face the back opening of the gown.
4) Place your arms through each sleeve.
5) Secure the neck opening.
6) Secure the gown at the waist, ensuring the back flaps cover the clothing as completely as possible.
7) Put on gloves.
8) The cuffs of the gloves overlap the cuffs of the gown.
9) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
10) Provide for privacy.
11) Place a barrier on the floor under the drainage bag.
12) Place the graduate on the previously placed barrier.
13) Open the drain to allow the urine to flow into the graduate until the bag is completely empty.
14) Avoid touching the graduate with the tip of the tubing.
15) Close the drain.
16) Wipe the drain with an alcohol wipe AFTER emptying the drainage bag.
17) Place the graduate on a level, flat surface.
18) With the graduate at eye level, measure output.
19) Empty the graduate into the designated toilet/commode.
20) Rinse equipment, emptying into the designated toilet/commode.
21) Return equipment to storage.
22) Record the output in mL on the previously signed recording form.
**23) The candidate's recorded measurement is within 25 mL of the RN Test Observer's measurement.**
24) Place the call light or signaling device within easy reach of the resident.
25) Maintain respectful, courteous interpersonal interactions at all times.
**26) Remove gloves BEFORE removing the gown, with one gloved hand grasping the other glove at the palm to remove.**
**27) Slip fingers from the ungloved hand underneath the cuff of the remaining glove at the wrist and remove the glove, turning it inside out as you do so.**

28) Dispose of gloves in the trash can without contaminating yourself.
29) Unfasten the gown at the waist AFTER gloves are removed.
30) Unfasten the gown at the neck AFTER gloves are removed.
31) Remove the gown without touching the outside of the gown AFTER the gloves are removed.
32) While removing the gown, hold the gown away from the body without touching the floor.
33) While removing the gown, turn the gown inward and keep it inside out.
34) Dispose of the gown in the designated container without contaminating yourself.
35) Turn on the faucet.
36) Wet hands and wrists thoroughly.
37) Apply soap to hands.
38) Rub hands together using friction with soap.
**39) Scrub/wash hands together with soap for at least twenty (20) seconds.**
40) Scrub/wash with interlaced fingers pointing downward with soap.
41) Wash all surfaces of your hands with soap.
42) Wash wrists with soap.
43) Clean fingernails by rubbing fingertips against the palm of the opposite hand.
44) Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
45) Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
46) Discard paper towels in a trash container as used.
47) Turn off the faucet with a clean, dry paper towel and discard it in the trash container as used, or use the knee/foot control to turn off the faucet.
**48) Do not re-contaminate hands at any time during the handwashing procedure.**

## Dress a Resident with an Affected (Weak) Side

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Raise the bed height.
5) Keep the resident covered while removing the gown.
6) Remove the gown from the unaffected side first.
7) Place the soiled gown in the designated laundry hamper.

~~Dress the resident in a button-up shirt. Insert your hand into the shirt sleeve and grasp the resident's hand.~~ **SWAPPED AND PLACED BELOW**

**8) When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**

9) When dressing the resident in a button-up shirt, insert your hand into the sleeve and grasp the resident's hand. **SWAPPED FROM ABOVE**

~~Assist the resident to raise their buttocks or turn the resident from side to side and draw the pants over the buttocks and up to the resident's waist.~~ **SWAPPED AND PLACED BELOW**

10) When dressing the resident in pants, always dress the affected (weak) side leg first.
11) Assist the resident to raise their buttocks or turn the resident from side to side and draw the pants over the buttocks and up to the resident's waist. **SWAPPED FROM ABOVE**
12) Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13) Leave the resident comfortably/properly dressed.

14) Lower the bed.
15) Place the call light or signaling device within easy reach of the resident.
16) Maintain respectful, courteous interpersonal interactions at all times.
17) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Feed a Dependent Resident

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Ask the resident to state the name and verify that the name matches the name on the diet card.
4) **Position the resident in an upright, sitting position BEFORE feeding, at least 75-90 degrees.**
5) Offer a napkin, clothing protector, or towel to protect clothing from soiling.
6) Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of it in a trash can, wash the resident's hands with soap and a wet washcloth, or rub hand sanitizer over all surfaces of the resident's hands until dry.)*
7) Ensure the resident's hands are dry BEFORE feeding. (If a wet washcloth with soap was used, the candidate must dry the resident's hands. If a disposable wipe or hand sanitizer was used, the hands must be *dry.)*
8) Place soiled linen in the designated laundry hamper or dispose of it in an appropriate container.
9) Sit in a chair, facing the resident, while feeding the resident.
10) Describe the food and fluids being offered to the resident.
11) Offer each fluid frequently.
12) Offer small amounts of food at a reasonable rate.
13) Allow the resident time to chew and swallow.
14) Wipe the resident's hands and mouth AFTER the feeding demonstration.
15) Remove the clothing protector or napkin and place it in an appropriate container.
16) Leave the resident sitting upright in bed with the head of the bed set up to at least 75-90 degrees.
17) Record the estimated intake of total food consumed as a percentage on the previously signed recording form.
18) **The candidate's calculation must be within 25 percentage points of the RN Test Observer's.**
19) Record the estimated intake of total fluid consumed in mL on the previously signed recording form.
20) **The candidate's calculation must be within 60 mL of the RN Test Observer's.**
21) Place the call light or signaling device within easy reach of the resident.
22) Maintain respectful, courteous interpersonal interactions at all times.
23) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Foot Care - One Foot

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Fill a basin with comfortably warm water.
5) Place the basin on a protective barrier and in a comfortable position for the resident.
6) Put on gloves BEFORE washing the foot.
7) Immerse the resident's bare foot in the water.
8) Use water and a soapy washcloth.
9) Wash the entire foot.
10) Wash between toes.
11) Rinse the entire foot.
12) Rinse between toes.
13) Dry the foot thoroughly.
14) Dry thoroughly between toes.
15) Apply lotion to the top and bottom of the foot.
16) Avoid getting lotion between the resident's toes.
17) If any excess lotion is on the foot, wipe with a towel/washcloth.
18) Support the foot and ankle during the procedure.
19) Empty equipment.
20) Rinse equipment.
21) Dry equipment.
22) Return equipment to storage.
23) Place soiled linens in a designated laundry hamper.
24) Remove gloves, turning them inside out as they are removed, and dispose of them.
25) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
26) Place the call light or signaling device within easy reach of the resident.
27) Maintain respectful, courteous interpersonal interactions at all times.

## Modified Bed Bath – Face and One Arm, Hand, and Underarm

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Fill a basin with comfortably warm water. **MOVED FROM BELOW**
5) Put on gloves. **MOVED FROM BELOW**
6) Raise the bed height.
7) Cover the resident with a bath blanket.
8) Remove the remaining top covers to the bottom of the bed or place them aside.

9) Remove the resident's gown without exposing the resident and place the soiled gown in the designated laundry hamper.
~~Fill a basin with comfortably warm water.~~ **MOVED UP TO STEP #4**
~~Put on gloves BEFORE washing the resident.~~ **MOVED UP TO STEP #5**
10) Beginning with the eyes, wash the resident's eyes WITHOUT SOAP.
    a. **Wash from the inner aspect to the outer aspect of each eye.**
    b. **Use a clean portion of the washcloth for each stroke.**
11) Wash face WITHOUT SOAP.
12) Pat dry face.
13) Place a towel under the arm, exposing one arm.
14) Wash arm with soap.
15) Wash hand with soap.
16) Wash underarm with soap.
17) Rinse arm.
18) Rinse hand.
19) Rinse underarm.
20) Dry arm.
21) Dry hand.
22) Dry underarm.
23) Assist the resident in putting on a clean gown.
24) Lower the bed. **MOVED FROM BELOW**
25) Empty equipment.
26) Rinse equipment.
27) Dry equipment.
28) Return equipment to storage.
29) Place soiled linen in the designated laundry hamper.
30) Remove gloves, turning them inside out as they are removed, and dispose of them.
31) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
~~Lower the bed.~~ **MOVED UP TO STEP #24**
32) Place the call light or signaling device within easy reach of the resident.
33) Maintain respectful, courteous interpersonal interactions at all times.

## Mouth Care—Brush a Resident's Teeth

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Drape the resident's chest with a towel to prevent soiling.
5) Put on gloves BEFORE cleaning the resident's mouth.
6) Wet the toothbrush and apply a small amount of toothpaste.
7) Gently brush the inner surfaces of the resident's upper and lower teeth.
8) Gently brush the outer surfaces of the resident's upper and lower teeth.
9) Gently brush the chewing surfaces of the resident's upper and lower teeth.

10) Gently brush the resident's tongue.
11) Assist the resident in rinsing the mouth.
12) Wipe the resident's mouth.
13) Remove soiled linen.
14) Place soiled linen in the designated laundry hamper.
15) Empty the container. *(The container may be an emesis basin or a disposable cup.)*
16) Rinse the emesis basin, if used, or discard disposable items in the trash can.
17) Dry the emesis basin, if used.
18) Rinse the toothbrush.
19) Return equipment to storage.
20) Remove gloves, turning them inside out as they are removed, and dispose of them.
21) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
22) Place the call light or signaling device within easy reach of the resident.
23) Maintain respectful, courteous interpersonal interactions at all times.

## Perineal Care for a Female Resident and Handwashing

[One of the possible mandatory first tasks - demonstrated on a manikin]

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident/manikin. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Fill a basin with comfortably warm water.
5) Raise the bed height.
6) Put on gloves BEFORE washing.
7) Place a pad/linen protector under the perineal area, including the buttocks, BEFORE washing.
8) Expose the perineal area only. (Only expose between the hips and knees.)
9) Use water and a soapy washcloth (peri-wash and no-rinse soaps are not allowed).
**10) Wash the genital area from front to back.**
**11) When washing the genital area, use a clean portion of the washcloth for each stroke.**
12) Use a clean washcloth and rinse the soap from the genital area from front to back.
**13) When rinsing the genital area, use a clean portion of the washcloth for each stroke.**
14) Pat the genital area dry from front to back with a dry washcloth/towel.
15) Assist the resident (manikin) to turn onto the side, away from the candidate, toward the center of the bed.
    *a. RN Test Observer may help hold the manikin on its side ONLY after the candidate has turned the manikin.*
16) Use a clean washcloth with water and soap (peri-wash and no-rinse soaps are not allowed).
17) **Wash the rectal area from front to back using a clean portion of a washcloth with each stroke.**
18) Using a clean washcloth, rinse the soap from the rectal area from front to back.
19) When rinsing the rectal area, use a clean portion of the washcloth for each stroke.
20) Pat the rectal area dry from front to back with a dry washcloth/towel.
21) Safely remove the pad/liner from under the resident.
22) Position the manikin on its back.
23) Place soiled linen in the designated laundry hamper.

24) Remove gloves, turning them inside out as they are removed, and dispose of them. **NEW STEP**
25) Perform hand hygiene. **NEW STEP**
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub hands together until hands are completely dry.
26) Lower the bed. **MOVED UP FROM BELOW**
27) Put on gloves. **NEW STEP**
28) Empty equipment.
29) Rinse equipment.
30) Dry equipment.
31) Return equipment to storage.
32) Remove gloves, turning them inside out as they are removed, and dispose of them.
    ~~Lower the bed.~~ **MOVED UP TO STEP #26**
33) Place the call light or signaling device within easy reach of the resident.
34) Maintain respectful, courteous interpersonal interactions at all times.
35) Turn on the faucet.
36) Wet hands and wrists thoroughly.
37) Apply soap to hands.
38) Rub hands together using friction with soap.
**39) Scrub/wash hands together with soap for at least twenty (20) seconds.**
40) Scrub/wash with interlaced fingers pointing downward with soap.
41) Wash all surfaces of your hands with soap.
42) Wash wrists with soap.
43) Clean fingernails by rubbing fingertips against the palm of the opposite hand.
44) Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
45) Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
46) Discard paper towels in a trash container as used.
47) Turn off the faucet with a clean, dry paper towel and discard it in the trash container as used, or use the knee/foot control to turn off the faucet.
**48) Do not re-contaminate hands at any time during the handwashing procedure.**

## PIVOT-TRANSFER A RESIDENT FROM THEIR BED TO A WHEELCHAIR USING A GAIT BELT

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Provide for privacy.
3) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
4) Obtain a gait belt for the resident.
5) Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed BEFORE assisting to stand.
6) Assist the resident in putting on non-skid shoes/footwear BEFORE standing.
**7) Lock bed brakes to ensure the resident's safety BEFORE assisting to stand.**
**8) Lock wheelchair brakes to ensure the resident's safety BEFORE assisting to stand.**
9) Bring the resident to a sitting position.
10) Properly place a gait belt around the resident's waist to stabilize the trunk. **ADDED WORD**
11) Tighten the gait belt.
12) Check the gait belt for tightness by slipping fingers between the gait belt and the resident.

13) Ensure the resident's safety by standing and positioning yourself facing the resident.
14) Grasp the gait belt on both sides with an upward grasp.
15) Bring the resident to a standing position.
16) Do not attempt to ambulate the resident. **NEW STEP**
**17) Assist the resident to pivot/turn in a controlled manner. NEW KEY STEP**
18) Assist the resident to stand in front of the wheelchair with the back of the resident's legs against the wheelchair.
19) Lower the resident into the wheelchair in a controlled manner that ensures safety.
20) Position/adjust the resident with the resident's hips touching the back of the wheelchair seat.
21) Remove the gait belt.
22) Place the call light or signaling device within easy reach of the resident.
23) Maintain respectful, courteous interpersonal interactions at all times.
24) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Position a Resident on their Side in Bed

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Position the bed flat.
5) Raise the bed height.
6) Direct the RN Test Observer to stand on the side of the bed opposite the working side for safety, or always turn the resident toward yourself. **ADDED WORDING**
7) From the working side of the bed, move the resident's body toward yourself. **NEW STEP**
   ~~From the working side of the bed – gently move the resident's upper body toward self.~~ **REPLACED WITH STEP #7**
   ~~From the working side of the bed – gently move the resident's hips toward self.~~ **REPLACED WITH STEP #7**
   ~~From the working side of the bed – gently move the resident's legs toward self.~~ **REPLACED WITH STEP #7**
8) Move to the opposite side of the bed if the RN Test Observer wasn't directed or the side rail wasn't used, and turn the resident toward self. Otherwise, you may remain on the working side of the bed and turn the resident toward the RN Test Observer or the raised side rail. **NEW STEP**
9) Gently assist/turn the resident to slowly roll onto the correct side, as the RN Test Observer stated in the scenario read to the candidate at the start of the task.
10) Ensure the resident is centered in the bed. **NEW STEP**
11) Ensure the resident is in correct body alignment. **NEW STEP**
12) Place or adjust the pillow under the resident's head for support.
13) Reposition the resident's arm and shoulder so that the resident is not lying on the arm.
14) Place a support device under the resident's ~~upside~~ upper arm. **REWORDED**
15) Place a support device behind the resident's back.
16) Place a support device between the resident's legs.

17) Lower the bed.
18) Place the call light or signaling device within easy reach of the resident.
19) Maintain respectful, courteous interpersonal interactions at all times.
20) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Range of Motion for One Knee and One Ankle

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Raise the bed height.
5) Position the resident supine (bed flat).
6) Correctly support joints at all times by placing one hand under the resident's knee and the other hand under the resident's ankle.
7) Gently bend the resident's knee.
    *a. Flexion*
8) Gently return (straighten) the resident's leg to a normal position.
    *a. Extension*
9) Gently, slowly, and smoothly complete flexion and extension of the knee at least three times.
10) Correctly support joints at all times by placing one hand under the resident's foot and the other hand under the resident's ankle close to the bed.
11) Gently push/pull the resident's foot toward the head.
12) Gently push/pull the resident's foot down with toes pointing down.
13) Gently, slowly, and smoothly complete dorsiflexion and plantar flexion of the ankle at least three times.
14) **The candidate must ask at least once during the ROM exercise if there is/was any discomfort/pain at any point while performing the task. ADDED WORDING**
15) Lower the bed.
16) Place the call light or signaling device within easy reach of the resident.
17) Maintain respectful, courteous interpersonal interactions at all times.
18) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Range of Motion for One Shoulder

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Provide for privacy.
4) Raise the bed height.
5) Position the resident supine (bed flat).

6) Correctly support joints at all times by placing one hand under the resident's elbow and the other hand under the resident's wrist.
7) Gently raise the resident's straightened arm up and over the resident's head to ear level.
    a. *Flexion*
8) Gently bring the resident's arm back down to the side of the resident's body.
    a. *Extension*
9) Gently, slowly, and smoothly complete flexion and extension of the shoulder at least three times.
10) Continue the same support for the shoulder joints by placing one hand under the resident's elbow and the other hand under the resident's wrist.
11) Gently move the resident's entire arm away from the side of the resident's body to shoulder level.
    a. *Abduction*
12) Gently return the resident's arm to the side of the resident's body.
    a. *Adduction*
13) Gently, slowly, and smoothly complete abduction and adduction of the shoulder at least three times.
**14) The candidate must ask at least once during the ROM exercise if there is/was any discomfort/pain at any point while performing the task. ADDED WORDING**
15) Lower the bed.
16) Place the call light or signaling device within easy reach of the resident.
17) Maintain respectful, courteous interpersonal interactions at all times.
18) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

## Vital Signs – Count and Record a Resident's Radial Pulse and Respiration

1) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2) Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)
3) Locate the resident's radial pulse by placing fingertips on the thumb side of the resident's wrist.
4) Count the resident's radial pulse for one full minute or thirty seconds, and then double your recording.
    a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
5) Record your radial pulse rate reading on the previously signed recording form.
**6) The candidate's recorded radial pulse rate is within four beats of the RN Test Observer's recorded rate.**
7) Count the resident's respirations for one full minute, or thirty seconds, and then double your recording.
    a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
8) Record your respiration reading on the previously signed recording form.
**9) The candidate's recorded respiratory rate is within two breaths of the RN Test Observer's recorded rate.**
10) Place the call light or signaling device within easy reach of the resident.
11) Maintain respectful, courteous interpersonal interactions at all times.
12) Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

# KNOWLEDGE EXAM VOCABULARY LIST

- abandonment
- abdominal thrust
- abductor wedge
- abnormal vital signs
- abuse
- accidents
- activities
- acute
- adaptive
- adaptive devices
- ADL
- admitting resident
- advance directives
- affected side
- aging process
- agitation
- AIDS
- Alzheimer's
- ambulation
- angina
- anti-embolic stocking
- antibiotics
- aphasia
- apnea
- appropriate response
- arthritis
- aspiration
- assistive device
- attitudes
- authorized duty
- axillary temperature
- bacteria
- basic needs
- bathing
- bed bath
- bed cradle
- bed height
- bedrails
- behavior
- behavioral care plan
- beliefs
- biohazard
- bladder training
- bleeding
- blindness
- blood pressure
- body alignment
- body language
- body mechanics
- body temperature
- bone loss
- bowel program
- break time
- breathing
- brittle bones
- call light
- cancer
- cardiopulmonary resuscitation
- care impaired
- care plan
- cast
- cataract
- catheter
- central nervous system
- charge nurse
- chemical restraint
- chemotherapy
- chest pain
- choking
- chronic
- circulation
- cleaning
- clear liquid diet
- clergy
- cognitively impaired
- colostomy care
- coma
- combative resident
- communicable
- communication
- competency evaluation
- conduct
- confidentiality
- conflict resolution
- confused resident
- congestive heart failure
- constipation
- contracture
- COPD
- CPR
- cultural
- CVA
- de-escalation
- death and dying
- defense mechanism
- dehydration
- delegation
- demanding resident
- dementia
- denture care
- dentures
- dependability
- depression
- dermatitis
- developmental disability
- diabetes
- dialysis
- diet
- digestion

disease process
disinfection
disoriented
disposing of contaminated materials
disrespect
dizziness
DNR
documentation
draw/lift
dressing
dry skin
dying
dysphagia
dyspnea
dysuria
edema
elastic stockings
elderly
electrical equipment
elimination
emesis
emotional abuse
emotional needs
empathy
equipment
essential behaviors
ethics
facility policy
falls
fasting
faulty equipment
fecal impaction
feces
feeding
fingernail care
fire
flatus
foot care
foot drop
fracture pan
gait belt
gastric feedings
gastrostomy tube
gerontology
gestures
gifts
gloves
grief
group settings
hand care
hand washing
hearing aid
hearing impaired
heart
helping residents
hemiplegia
HIPAA
HIV
hospice
hyperglycemia
hypertension
I&O
immobility
impaired
in-service programs
incontinence
indwelling catheter
infection
insomnia
intake and output
integumentary system
interpersonal skills
isolation
IV care
job description
lift/draw sheet
linen
living will
log roll
loose teeth
male perineal care
Maslow
masturbation
measuring height
measuring temperature
mechanical lift
medical asepsis
medical record
medications
memory loss
mental health
microorganism
military time
mistakes
mobility
mouth care
moving
musculoskeletal
nail care
neglect
non-contagious disease
NPO
nutrition
objective data
OBRA
obsessive-compulsive
occupied bed
ombudsman
oral care
oral temperature
orientation
osteoporosis
overbed table
oxygen

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| palliative care |
| paralysis |
| Parkinson's |
| perineal care |
| peristalsis |
| personal care |
| personal hygiene |
| personal items |
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| phantom pain |
| phone etiquette |
| physical needs |
| physical therapist |
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| precautions |
| pressure injury |
| preventing falls |
| privacy |
| progressive |
| prostate gland |
| psychological needs |
| PTSD |
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| quality of life |
| radial |
| range of motion |
| reality orientation |
| rectal temperature |
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| regulation |
| rehabilitation |
| rejection |
| reminiscence therapy |
| reminiscing |
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| reporting |
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| sharps container |
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| shearing |
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| standard precautions |
| state survey |
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| subjective data |
| sundowning |
| supplemental feedings |
| suprapubic |
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| TED hose |
| temperature |
| terminal illness |
| threatening resident |
| tips |
| transfers |
| transporting |
| tub bath |
| tubing |
| twice daily |
| tympanic |
| unconscious |
| uniform |
| unsteady |
| urinary |
| UTI |
| validation |
| vision change |
| vital signs |
| vocabulary |
| vomitus |
| Vulnerable Adult Act |
| wandering resident |

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|---|---|---|
| water faucets | weight | wheelchair safety |
| weakness | well-being | withdrawn resident |