D&S Diversified Technologies LLP

Headmaster LLP

NEW MEXICO NURSE AIDE CANDIDATE HANDBOOK

October 1, 2026

VERSION 6.1

UPDATES EFFECTIVE OCTOBER 1, 2026

The Testing Attire has been updated for ALL testing (pages 23 and 45).

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HEADMASTER

TMU

Contact Information

Questions regarding:	Contact:	Hours and Phone #:
• testing process • test scheduling • eligibility to test • name and address changes	**D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP** P.O. Box 6609 Helena, MT 59604 Email: **newmexico@hdmaster.com** Website: **hdmaster.com** New Mexico TMU© Webpage: **nm.tmutest.com**	Monday through Friday 6:00AM – 5:00PM Mountain Time (MT) **Phone #: (888) 401-0462** Registry Phone #: **(888) 401-0465** Fax #: (406) 442-3357
Questions regarding: • obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs • renewals • reinstatement • reciprocity • regulations approval to test	**Contact:** **New Mexico Health Care Authority (NMHCA)** **Health Facility Licensing and Certification | Nurse Aide Registry** ATTN: Nurse Aide Registry 3900 Masthead Street NE Albuquerque, NM 87109 Email: **CNA.Registry@hca.nm.gov** New Mexico Nurse Aide Website: **https://www.nmhealth.org/about/dhi/hflc/prop/nar/**	**Hours and Phone #:** Monday through Friday 8:00AM – 5:00PM Mountain Time (MT) **Phone #: (505) 861-9680**

TABLE OF CONTENTS

INTRODUCTION 1
NEW MEXICO NURSE AIDE REGISTRY REQUIREMENTS 1
Registry Maintenance 1
DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS 2
Registry Renewal 2
Renewal Instructions 2
Reinstatement 7
Registry Reciprocity 7
OUT-OF-STATE RECIPROCITY PROCESS 7
STUDENT NURSE / GRADUATE NURSE / FOREIGN NURSE TRAINING 8
LPN/RN Nursing Student 8
Graduate Nurse 8
Foreign Trained Nurse (LPN/RN) 8
MILITARY TRAINED 9

VERIFICATION 9
AMERICANS WITH DISABILITIES ACT (ADA) 9
ADA Compliance 9
NEW MEXICO TESTMASTER UNIVERSE© (TMU©) 10
New Mexico TMU© Home Page 10
Forgot your Password and Recover your Account 10
Complete your TMU© Account 14
THE NEW MEXICO NURSE AIDE COMPETENCY EXAM 16
Payment Information 16
State of New Mexico – Payment of Test Fees 16
Schedule a New Mexico Nurse Aide Exam 16
Self-Pay of Testing Fees 17
Schedule / Reschedule a Test Event 19
Reschedule a Test Event Screenshots 20
Test Confirmation Letter 21
View your Notifications in TMU© 22
Time Frame for Testing from Training Program Completion 23
Test Day 23
Exam Check-In 23
Testing Attire 23
Identification 23
Demographic Updates / Changes / Corrections 24
Test Instructions 25
Testing Policies 25
Access the Candidate Handbook and Testing Instructions 27
Security 28
Rescheduling Policy 28
Refund of Testing Fees Paid 29
Scheduled in a Test Event 29
Not Scheduled in a Test Event 29
Unforeseen Circumstances Policy 29
No-Show Status 30
No-Show Exceptions 30
Candidate Feedback – Exit Survey 31
Test Results 31
Access your Test Results 32
Test Attempts 35
Retaking the Nurse Aide Exam 35
Test Review Requests 36

THE KNOWLEDGE/AUDIO EXAM **37**
Knowledge Exam Content **37**
SUBJECT AREAS 37
KNOWLEDGE EXAM SUBJECT AREA DEFINITIONS 37
Knowledge Exam Information **38**
Knowledge Exam Audio Version **39**
SELECTING AN AUDIO VERSION OF THE KNOWLEDGE EXAM 39
Knowledge/Audio Exam Alternate Language Versions **40**
Remotely Proctored Knowledge Exam Option **44**
REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS 44
SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM 44
REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS 45
REMOTELY PROCTORED KNOWLEDGE EXAM TESTING ATTIRE 45
REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN 45
REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES 46
Self-Assessment Reading Comprehension Exam **47**
Knowledge Practice Test **49**
THE MANUAL DEMONSTRATION SKILL TEST **50**
Skill Test Recording Form **51**
Skill Test Tasks **52**
Skill Tasks Listing **52**
MANDATORY TASKS 53
Assist a Resident with the use of a Bedpan and Hand Washing 53
Catheter Care for a Female Resident and Hand Washing 54
Don [Put On] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Doff [Remove] PPE and Hand Washing 55
Perineal Care for a Female Resident and Hand Washing 56
OTHER TASKS 58
Apply a Knee-high Anti-embolic (elastic) Stocking to a Resident's Leg 58
Assist a Resident to Ambulate using a Gait Belt 58
Denture Care – Clean an Upper or Lower Denture 59
Dress a Resident with an Affected (weak) Side in Bed 60
Feed a Dependent Resident a Meal in Bed 60
Foot Care for a Resident's Foot 61
Make an Occupied Bed 62
Modified Bed Bath –Face and One Arm, Hand and Underarm 63
Mouth Care – Brush a Resident's Teeth 63
Nail Care for a Resident's Hand 64
Passive Range of Motion for a Resident's Hip and Knee 65
Passive Range of Motion for a Resident's Shoulder 65
Position a Resident in Bed on their Side 66
Transfer a Resident from their Bed to a Wheelchair using a Gait Belt 67
Vital Signs: Count and Record a Resident's Radial Pulse and Respirations 68
KNOWLEDGE EXAM VOCABULARY LIST **68**

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 is responsible for following 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.

The minimum age requirement to test in New Mexico is 16. 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 New Mexico Nurse Aide Registry.

The New Mexico Health Care Authority (NMHCA) has approved D&S Diversified Technologies, LLP (D&SDT)-HEADMASTER, LLP to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please get in touch with D&SDT-HEADMASTER at (888) 401-0462 or go to D&SDT-HEADMASTER's **New Mexico Nurse Aide web page**. The information in this handbook will help you prepare for your examination.

NEW MEXICO NURSE AIDE REGISTRY REQUIREMENTS

The New Mexico Nurse Aide Registry (NMNAR) lists the names of nurse aides who, through training, testing, and experience, meet federal and/or state requirements to work as nurse aides in New Mexico. The Registry includes substantiated findings of nurse aide abuse, neglect, misappropriation of resident property, or exploitation involving a nurse aide at a New Mexico Health Care Authority (NMHCA) licensed medical facility. Upon successfully completing training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements, a nurse aide candidate will be listed on the NMNAR.

Review the **Nurse Aide Competency Exam** section to help prepare for the exam.

Registry Maintenance

Once placed on the New Mexico Registry, it is your responsibility to keep your demographic information up to date so that renewal notifications/alerts can be delivered to you promptly. You must renew electronically by signing in to your TMU© account at **nm.tmutest.com**. Use your Email or Username and Password to sign in. If you are new to the system or have forgotten your password, refer to the **Forgot my Password** section in this handbook to reset your password. If you need assistance signing in to your TMU© account, call D&SDT-HEADMASTER at (888) 401-0462. Renewal reminders are emailed to your TMU© account email address of record and/or texted to your SMS-capable phone, so keeping your contact information current is important.

Note: Renewal notifications/alerts are sent via email and text message 30 days before your certification expires. No renewal certifications are sent via USPS mail. It is important to keep your TMU© demographic information up to date to receive your renewal notification.

Demographic Updates / Changes / Corrections

Registry name changes (marriage/divorce, etc.), date of birth changes, social security number corrections, etc., must be verified with appropriate documentation. Please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the New Mexico TMU© main web page (before you log in to your account), or click on this link: **https://nm.tmutest.com/apply/6**.

Registry Renewal

To maintain eligibility to work, you must renew your eligibility every twenty-four months. To be eligible to renew, you must work for pay as a nurse aide performing nursing or nursing-related services at least eight (8) consecutive hours during the previous twenty-four months. Nurse aides with misconduct restrictions on the Registry are not eligible for renewal. You are allowed 30 days after your certification expires to renew. If your license has been expired over 30 days, you will need to test to recertify.

To renew, sign in to your TMU© account at **nm.tmutest.com** and list your work hours and where you were employed (nursing home, hospital, hospice, home health agency, or ICF/MR facility). Use your Email or Username and Password to sign in. If you are new to the system or have forgotten your password, refer to the **Forgot my Password and Recover my Account** section in this handbook to reset your password. An email verification link will be sent to the employer contact you choose from the list of employers. When the employer verifies your work experience, your eligibility will be extended an additional twenty-four months.

- If you work for an employment agency, you must submit your employment verification request to a facility at which you have worked hours through your agency.
- Employment agencies are not listed in the list of employers and cannot verify your employment.
- Employment as a private-duty aide, doctor's office aide, laboratory aide, personal care home assisted living aide, or personal care home residential living aide does not qualify for recertification.
- If you are not employed as a nurse aide at the time of recertification, you must submit your employment verification request to a facility at which you have previously worked. If your previous employer will not verify your employment, you should choose the 'HCA Renewal – Documentation Required' option, and the New Mexico Health Care Authority (NMHCA) will review and approve your verification.

Renewal Instructions

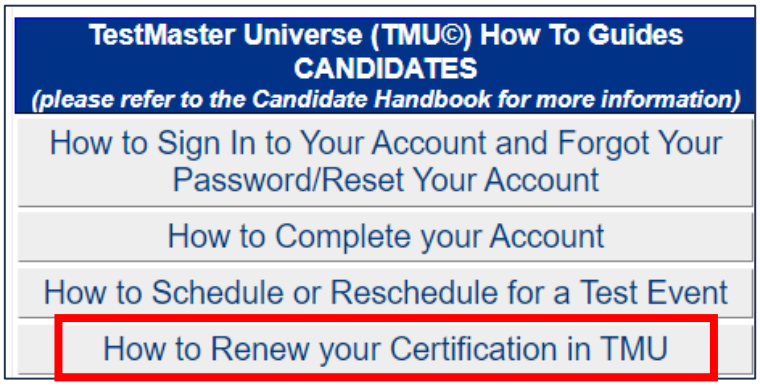
To renew your certification, sign in to your TMU© account at nm.tmutest.com.

If you do not know your Password, enter your email address and click on 'Forgot Your Password?' You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see the **Forgot your Password and Recover your Account** section). If you are unable to sign in for any reason, contact D&SDT-HEADMASTER at (888) 401-0462.

There are three options to pay the renewal fee:

- **Self-Pay:** pay the fee yourself with a credit card.
- **Sponsor Payment:** your employer pays the fee for you.
- **New Mexico Health Care Authority Funded Facility:** There is no renewal fee.

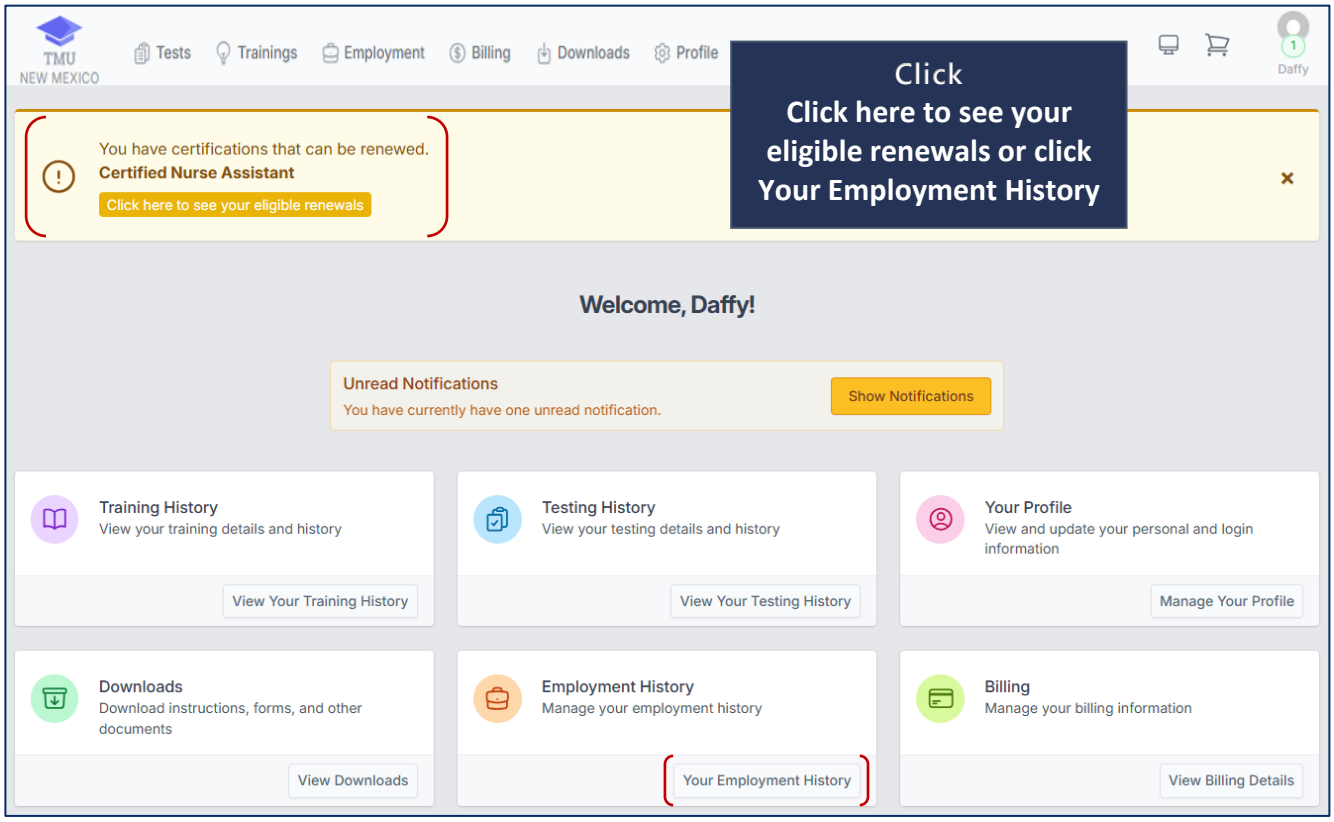
Please see detailed instructions on **D&SDT-HEADMASTER's New Mexico website**. Click **How to Renew your Certification in TMU©**.



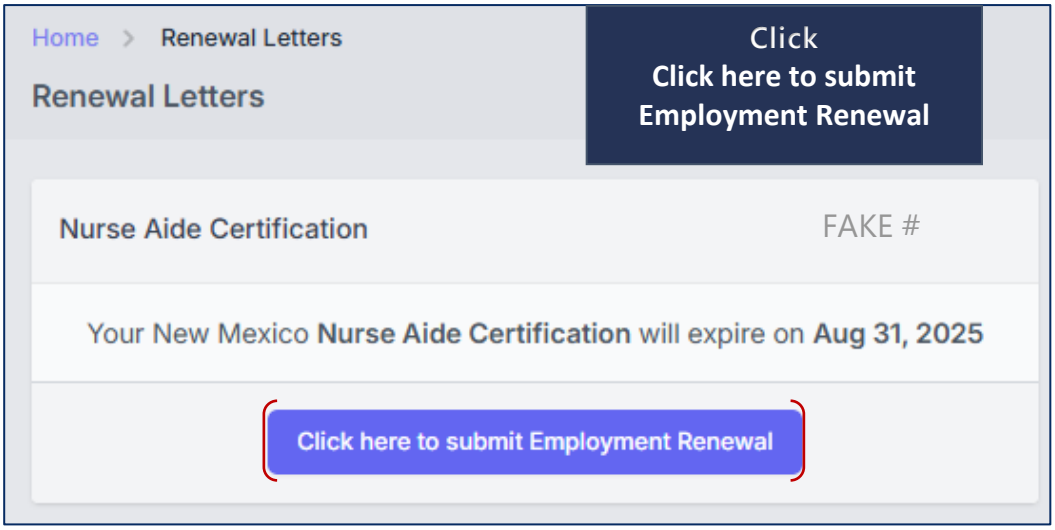
Under federal regulations, a nurse aide becomes ineligible for employment if they do not perform at least 8 hours of nursing-related services for pay in a health care setting within each twenty-four month renewal period. To re-establish employment eligibility on the NMNAR, you must successfully pass both components of the approved New Mexico NA nurse aide competency examination.

Contact D&SDT-HEADMASTER for authorization to schedule the competency test to regain employment eligibility status.

OR - please refer to the following instructions:

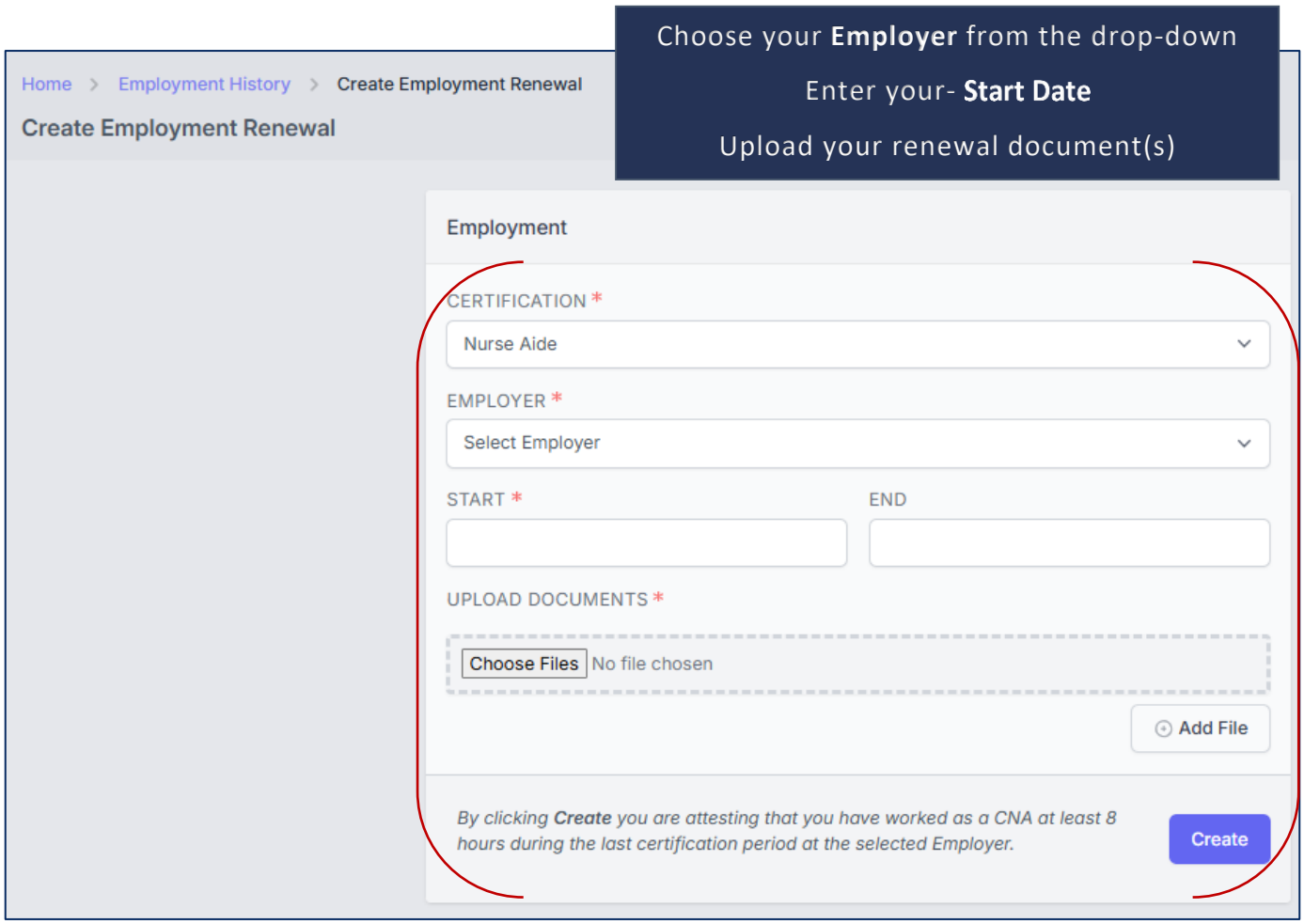


This screen will open up:



This is the next screen that will open up:

NOTE: When you select your Employer from the drop-down, the rest of this screen will appear – please see the next page.



If your employer pays the renewal fee for you, select-
SPONSOR PAYMENT -- SEE EXAMPLE ON THE NEXT PAGE

For SELF-PAY: Complete the credit/debit card information to pay the non-refundable renewal fee of $25.00 + a 4.875% non-refundable New Mexico Gross Revenue Tax Fee

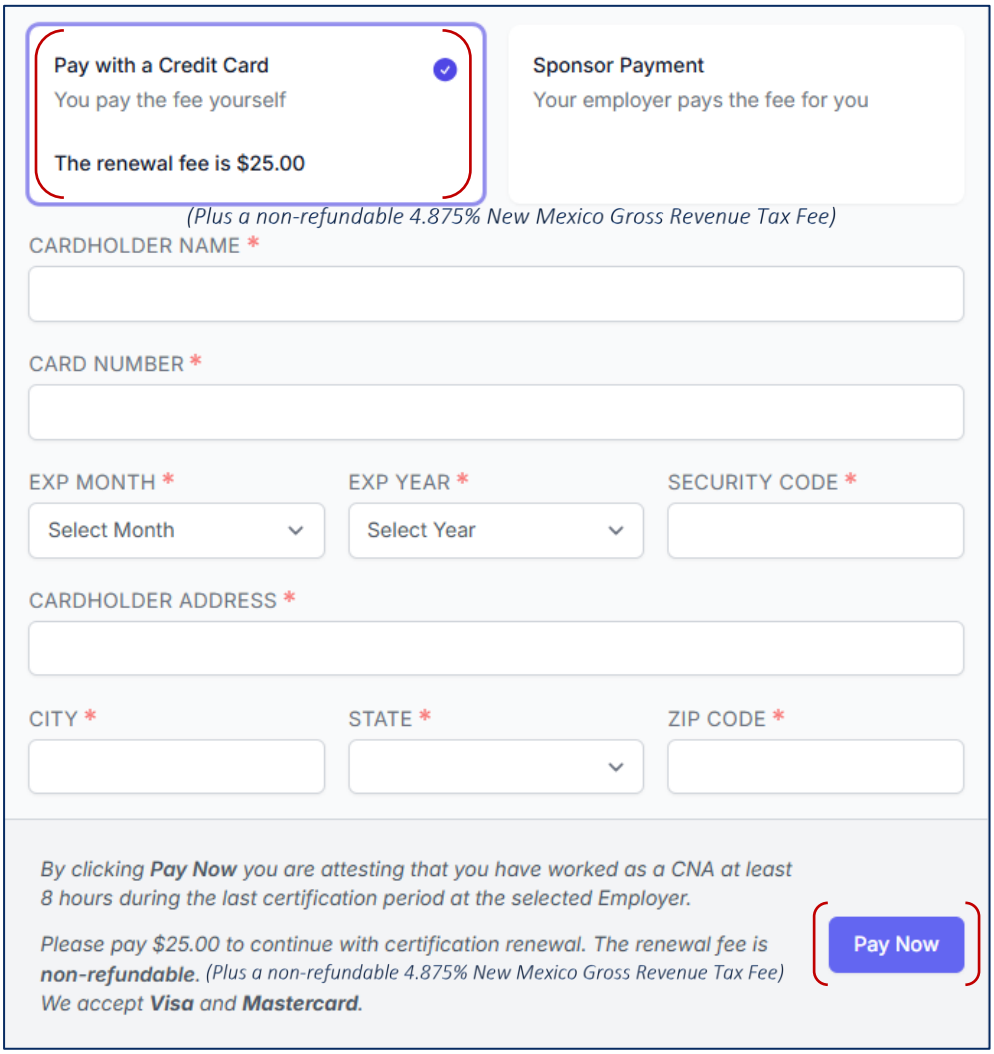
Click on- **PAY NOW**
(NOTE: The renewal fee and New Mexico Gross Revenue Tax Fee are non-refundable.)

(You are self-attesting that you have worked as a CNA for at least 8 hours during the last certification period at the facility (employer) you listed.)

Your eligibility will be extended an additional 24 months.

Self-pay option:

Once you have selected your EMPLOYER from the drop-down list, the screen will populate with the following information.



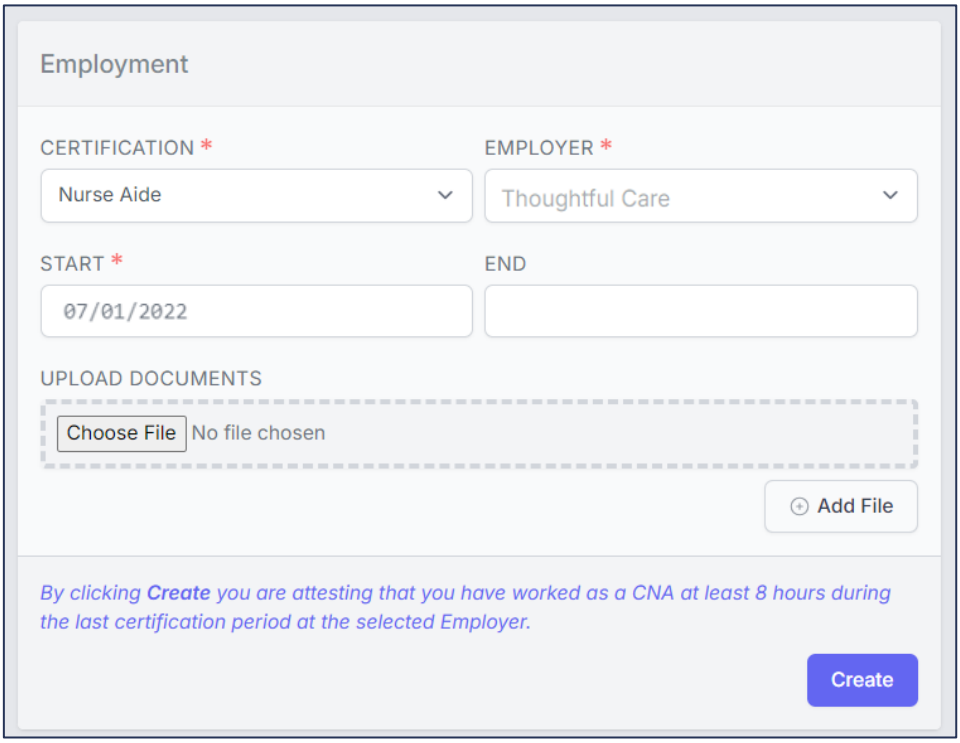
After paying the renewal fee (there is no renewal fee for 'state-funded' facilities), you will get a message that you have '**successfully created employment**', and the '**Status**' of your request will be '**Pending**'. Your employer will review your request and approve or deny it.

Sponsor payment option:

After clicking **Create**, you will get a message that you have '**successfully created employment**', and the Status of your request will be '**Pending**' '**Sponsored**'. Your employer will review your request and approve or deny it.

NEW MEXICO HEALTH CARE AUTHORITY FUNDED FACILITY: *There is no renewal fee.*

If your Employer is a state-funded facility, when you choose your state-funded EMPLOYER from the drop-down list, the screen will populate with the following information below.



After clicking **Create**, you will get a message that you have '**successfully created employment**', and the Status of your request will be '**Pending**'. Your employer will review your request and approve or deny it.

Reinstatement

Reinstatements of lapsed New Mexico certifications are processed as follows:

- If you are on the New Mexico CNA Registry (NMNAR) and your certification has lapsed ***less than 24 months***, you may reinstate your certificate via retesting. Training will not be required if your expiration date is within the past 24 months at the time you apply. To apply for reinstatement under these circumstances, please contact D&SDT-HEADMASTER at (888) 401-0462 to request that your account be updated to allow you to reactivate by exam.
  - Candidates have 24 months from the date their certification expired to pass both parts of the Competency Examination.

- If your certification has lapsed more than 24 months, but you have been working in a nursing-related field for at least 24 months, you may reinstate your certification via retesting. To apply for reinstatement under these circumstances, please go to the New Mexico TMU **nm.tmutest.com**, click 'APPLICATIONS' or **nm.tmutest.com/apply**, and choose the **REACTIVATION BY EXAM (Lapsed MORE THAN 24 Months)**. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

  - You will need to submit a letter from your employer on company letterhead listing the following information:
    - Employee's name
    - Employee's title
    - Employee's hire date(s)
    - A detailed list of employee's job duties

- If your certification **lapsed more than 24 months ago and you have not worked in a nursing-related field in the past 24 months**, you must successfully complete a New Mexico state-approved nurse aide training program and then take and pass the Competency Examination to become certified.
  - Candidates have 24 months from completing their training program to take and pass both parts of the Competency Examination.

Registry Reciprocity

This information is for applicants who want to be entered on the NMNAR through the New Mexico Reciprocity/Out-of-State registry placement process.

OUT-OF-STATE RECIPROCITY PROCESS

You must be current and in good standing on a nurse aide registry in a state other than New Mexico to be considered. To apply for reciprocity placement on the NMNAR, you must complete an Out-of-State Reciprocity Application in the New Mexico TMU© **nm.tmutest.com** by clicking 'APPLICATIONS' or **nm.tmutest.com/apply** and choosing the **Reciprocity Form** application.

Once your completed application and all required documentation have been received, the NMHCA will determine if you are eligible to be added to the New Mexico Nurse Aide Registry. You must have a valid email address to receive your TMU© login username and temporary password. You may check your New Mexico Nurse Aide Registry listing

at **nm.tmutest.com**. Any personal information entered into TMU© will only be used to determine whether you can work as a nurse aide in New Mexico. Failure to provide complete and accurate information during the reciprocity determination process may delay or even prevent you from being listed on the NMNAR.

STUDENT NURSE / GRADUATE NURSE / FOREIGN NURSE TRAINING

LPN/RN Nursing Student

LPN or RN students: Select this route if you have successfully completed the required basic coursework and first round of clinicals in a New Mexico state-approved nursing program within the past 24 months. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a nursing student training waiver, please go to the New Mexico TMU© **nm.tmutest.com**, click 'APPLICATIONS' or **nm.tmutest.com/apply**, and choose the **Nursing Student Waiver** application.

Graduate Nurse

LPN or RN program graduates: Select this route if you have successfully completed a New Mexico state-approved RN/LPN program but have not yet been licensed. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a graduate nurse training waiver, please go to the New Mexico TMU© **nm.tmutest.com**, click 'APPLICATIONS' or **nm.tmutest.com/apply**, and choose the **Graduate Nurse Waiver** application.

Foreign Trained Nurse (LPN/RN)

LPN or RN program graduates who have completed an LPN or RN program outside New Mexico: Select this route if you are an LPN or RN trained in another country. You must have a valid nursing license from your country and be in good standing on the applicable registry. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a foreign-trained nurse (LPN/RN) training waiver, please go to the New Mexico TMU© **nm.tmutest.com**, click 'APPLICATIONS' or **nm.tmutest.com/apply**, and choose the **Foreign Trained Nurse Waiver** application.

MILITARY TRAINED

Select this route if you have obtained nurse aide-related skills and training through military service within the past 24 months. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a Military Training Waiver, please go to the New Mexico TMU© **nm.tmutest.com**, click 'APPLICATIONS' or **nm.tmutest.com/apply**, and choose the **Military Training Waiver** application.

VERIFICATION

A transfer of a CNA from New Mexico to another state may require a verification form verifying the New Mexico certification. Verification forms are available from the CNA registry business offices of other states. A CNA is responsible for acquiring the verification form from the State nurse aide registry of a state other than New Mexico.

Once the verification form is acquired, do the following:

1. Fill out the top portion of the Verification Form with your individual information.
2. Forward the original to the New Mexico CNA office:

CNAR Coordinator
Division of Health Improvement
3900 Masthead Street NE
Albuquerque, NM 87109

Once the verification form is received, the New Mexico CNAR coordinator will verify your certification in the New Mexico registry, date, sign, and stamp the official New Mexico Health Care Authority Nurse Aide Registry seal on the verification form, and mail it to the state to which you are transferring.

The CNA must follow up with the NAR of the reciprocating state within 3-4 weeks.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The New Mexico Health Care Authority (NMHCA) and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. 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 the examination. D&SDT-HEADMASTER must approve accommodations in advance of the examination. Complete the **ADA Accommodation Request Application** found on the New Mexico TMU© main page under 'APPLICATIONS' to be reviewed for accommodation.

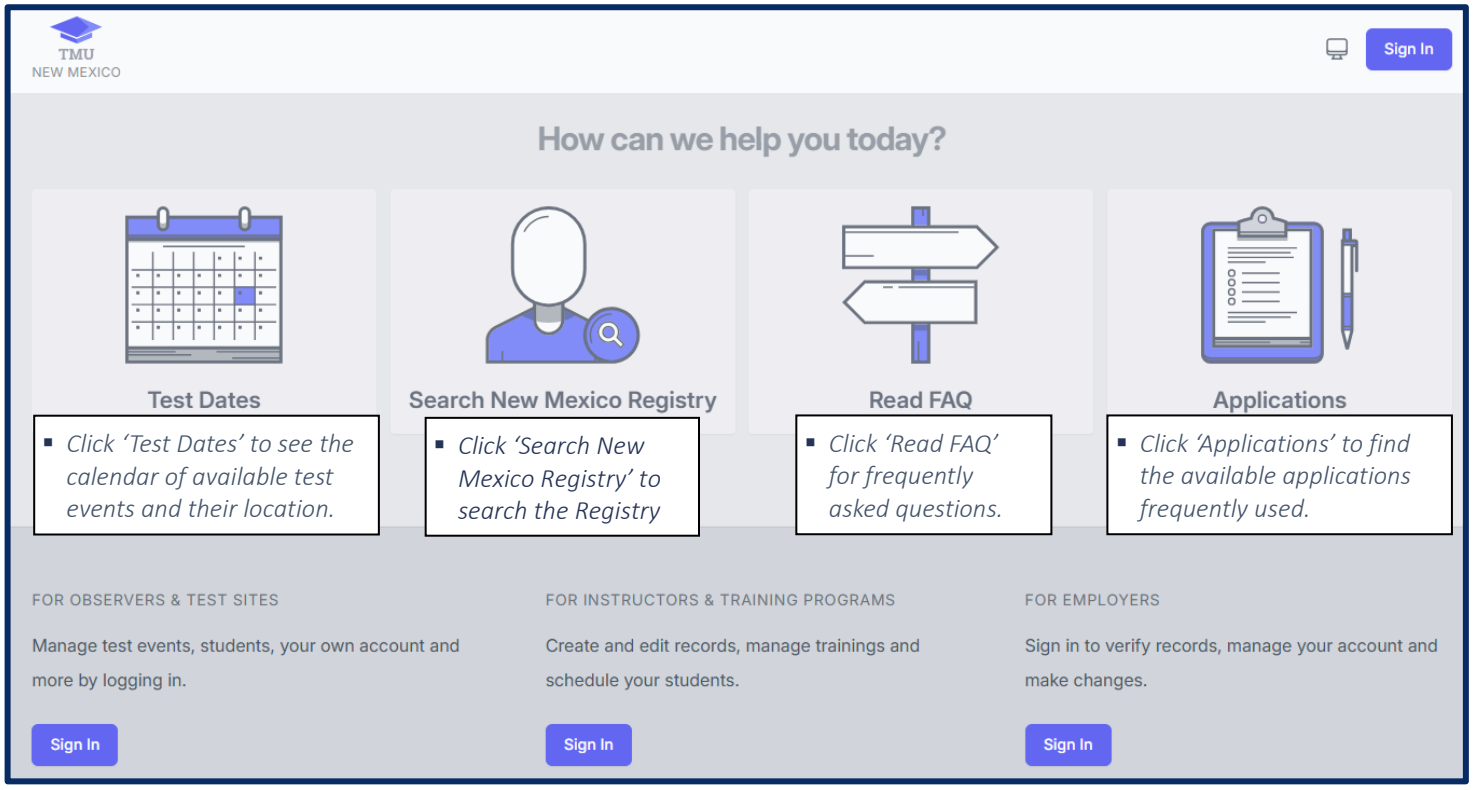
ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if further documentation or information is required using the email in your TMU© account.

Please allow additional time for your request to be approved. If you have questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888) 401-0462.

NEW MEXICO TESTMASTER UNIVERSE© (TMU©)

New Mexico TMU© Home Page

This is the New Mexico TMU© main page, **nm.tmutest.com**

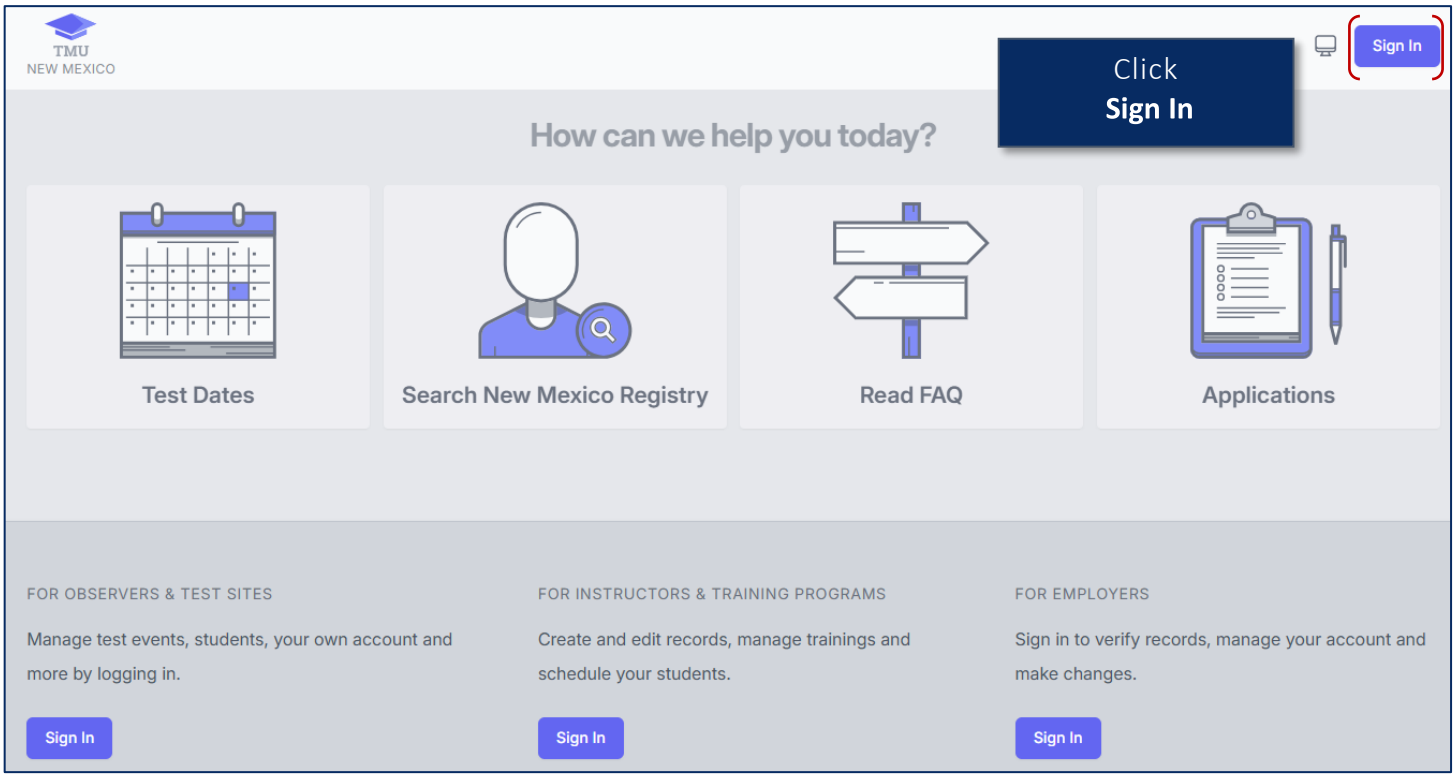


Forgot your Password and Recover your Account

If you do not remember your password, follow the instructions with screenshots in this section.

Go to **nm.tmutest.com**.

-continued on the next page-

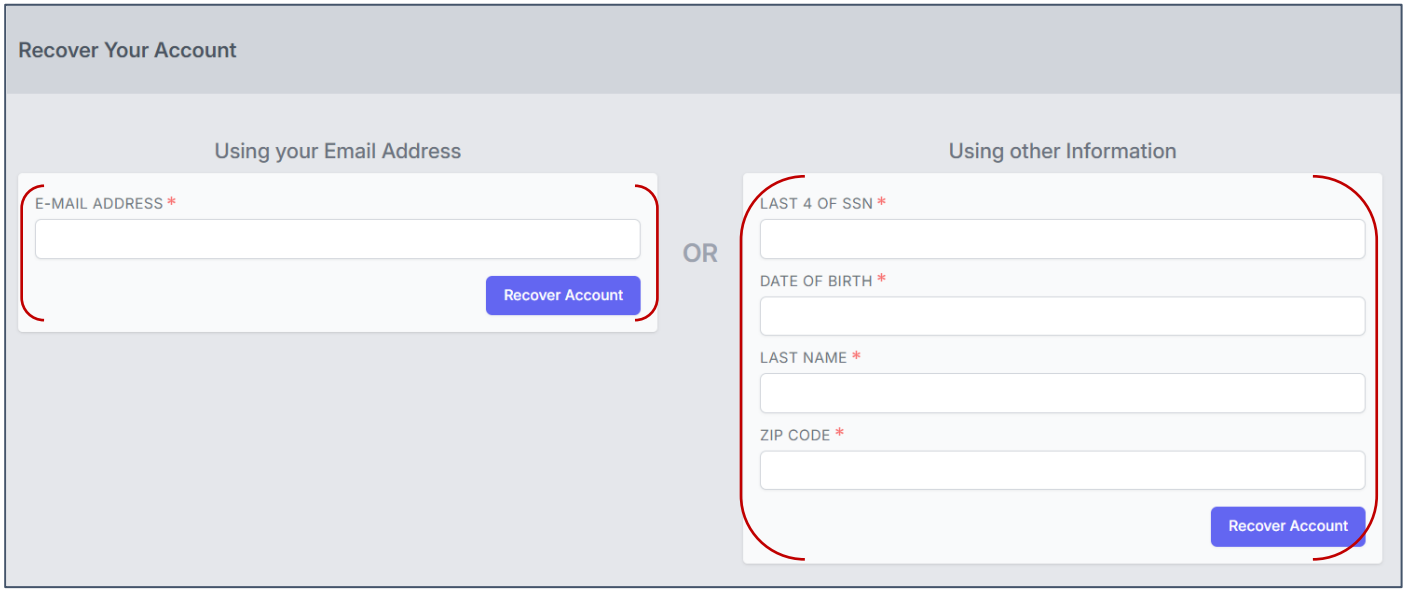

TMU
NEW MEXICO
Sign In
Click
Sign In
How can we help you today?
Test Dates
Search New Mexico Registry
Read FAQ
Applications
FOR OBSERVERS & TEST SITES
Manage test events, students, your own account and more by logging in.
Sign In
FOR INSTRUCTORS & TRAINING PROGRAMS
Create and edit records, manage trainings and schedule your students.
Sign In
FOR EMPLOYERS
Sign in to verify records, manage your account and make changes.
Sign In

Click
Forgot Your Password?
Sign In
USERNAME OR EMAIL
PASSWORD
REMEMBER ME
Sign In
Forgot Your Password?

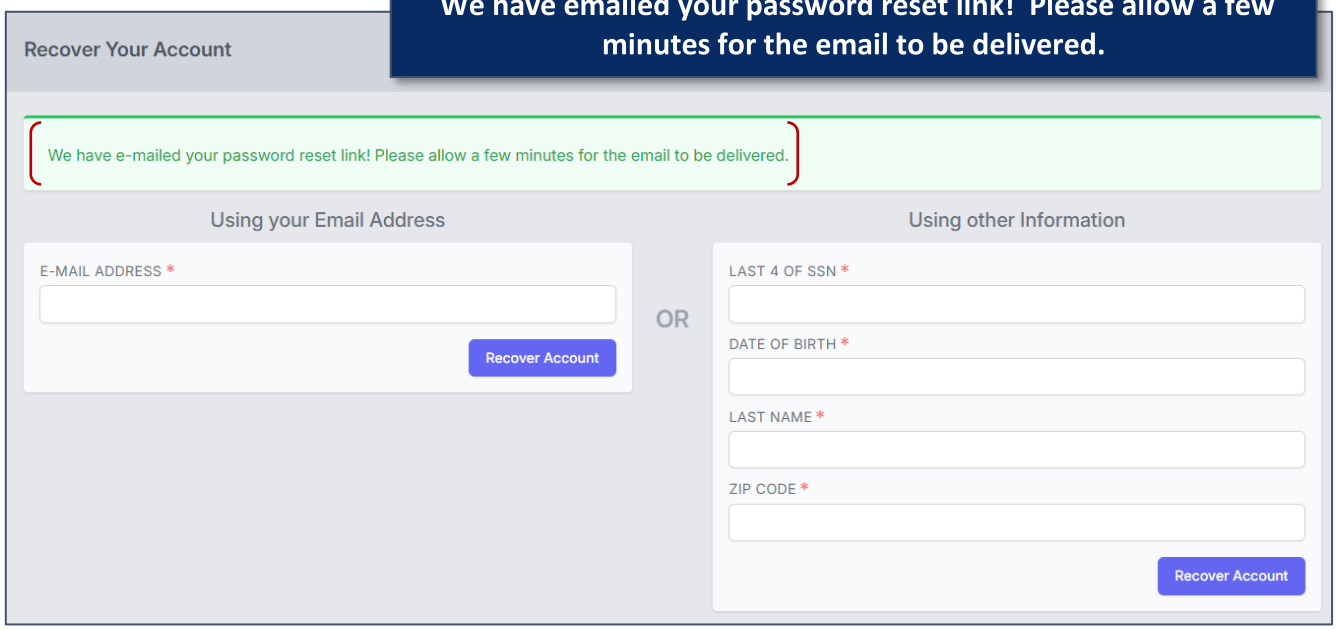
Type in your Email Address
Click **Recover Account**

- An email with the reset link will be sent to you.
- Click on the reset link in your email to reset your password.

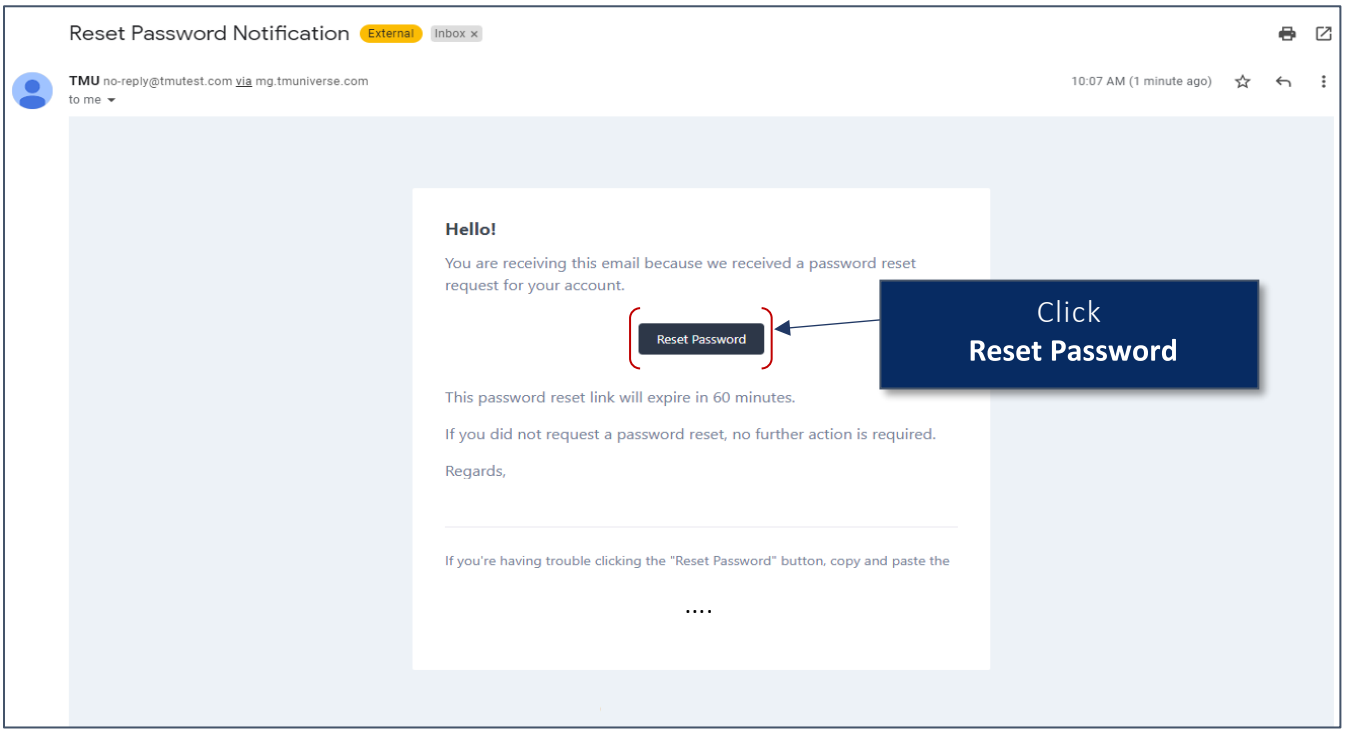
(-OR- You can type in the requested data under **Using other Information** if you have already updated your demographic information in your account)
Click **Recover Account**



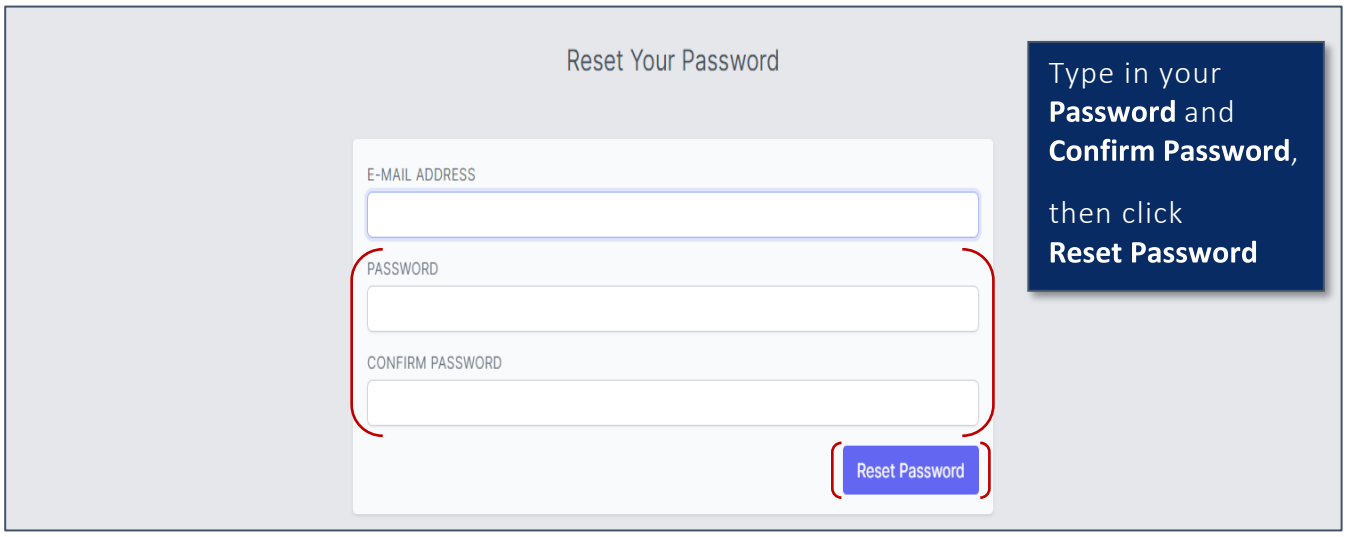
You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.



This is what the email will look like (check your junk/spam folder for the email):

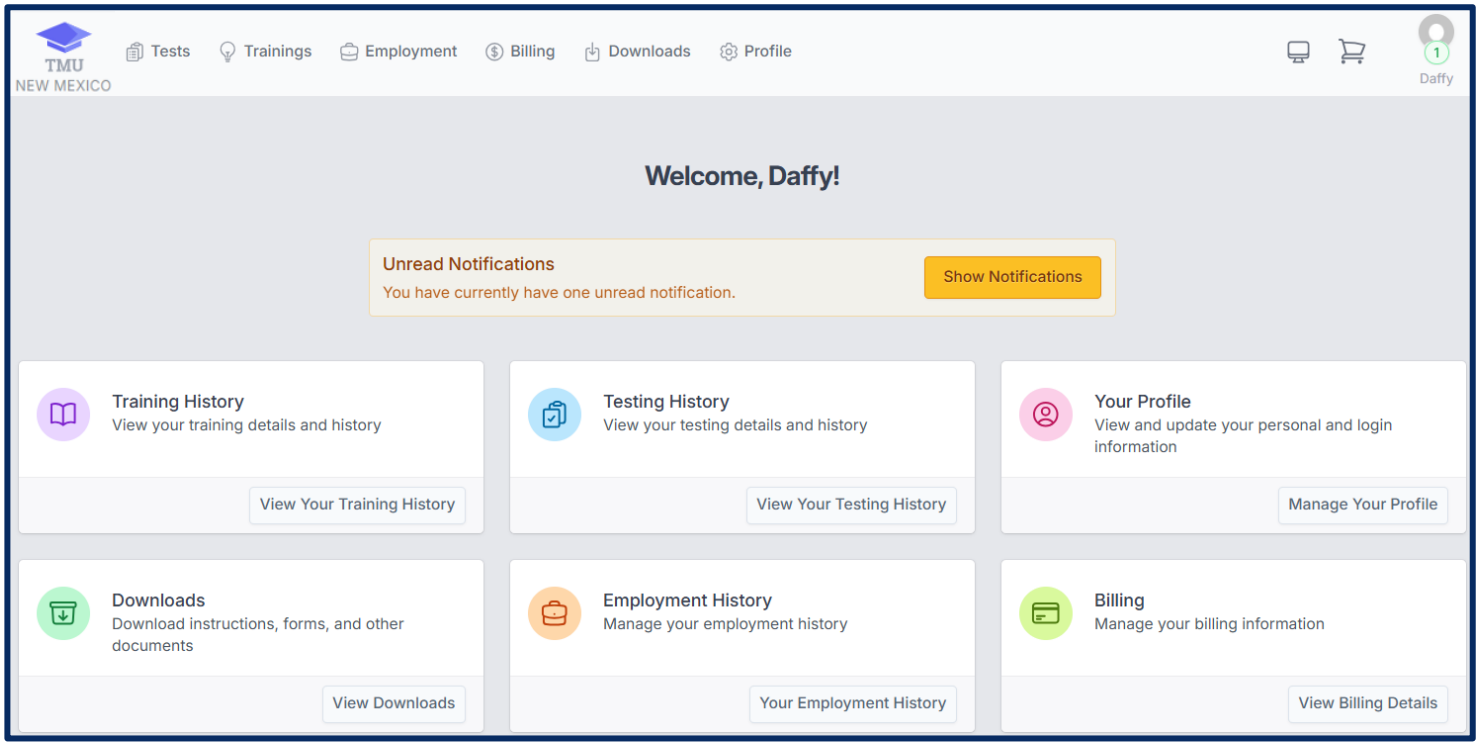


Note: If you do not reset your password right away, the link will expire in 60 minutes, and you will need to request a new link after that time.



Below is the candidate home screen you will see once you have reset your password.

If you have not yet completed your account, you will see a different screen to fill out your demographic information. Please see the **Complete your TMU Account** *section.*



Complete your TMU© Account

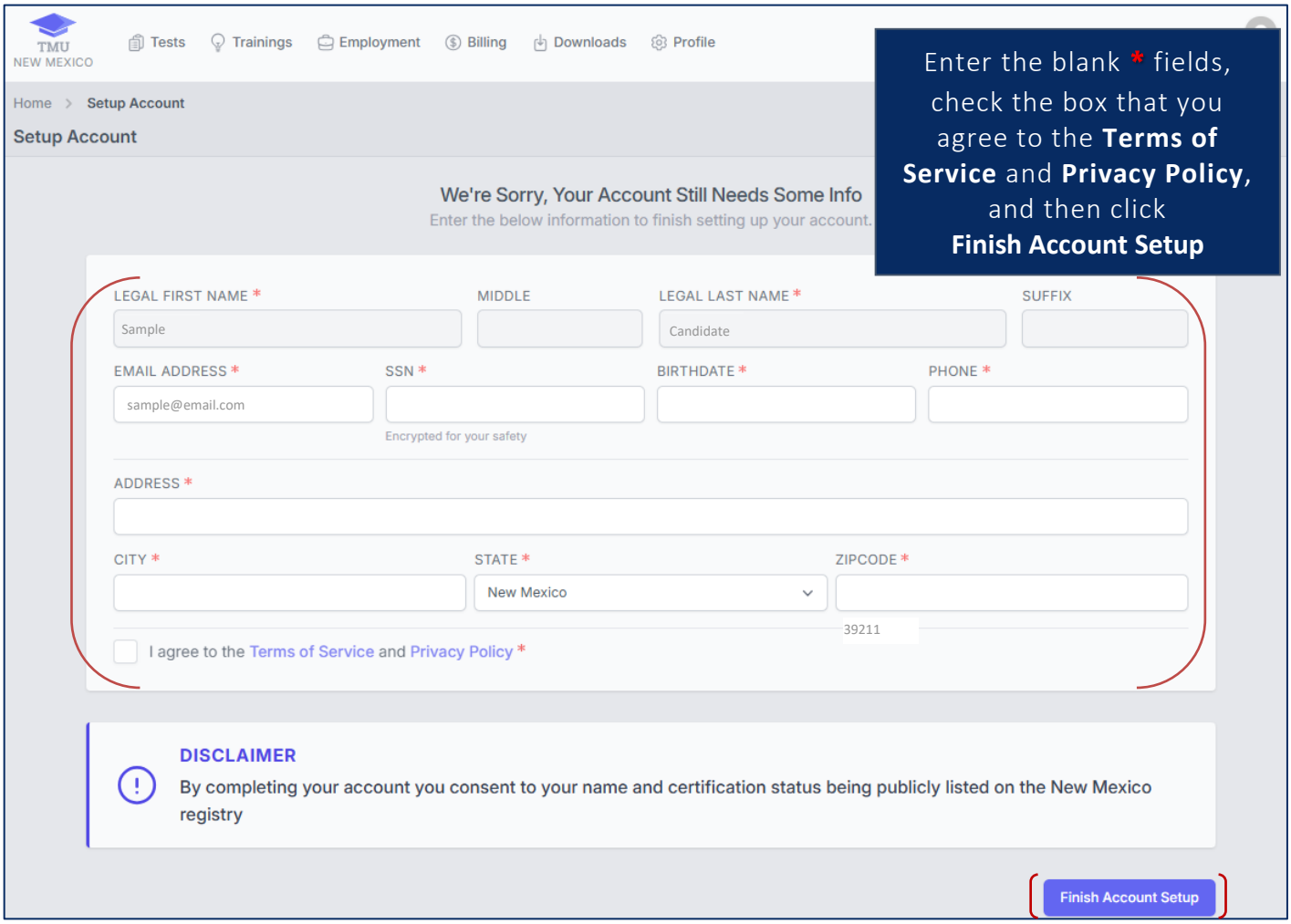
Your training program will enter your initial registration information in D&SDT-HEADMASTER's New Mexico TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete the missing demographic information ***prior to testing*.** Failure to do so may result in your being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

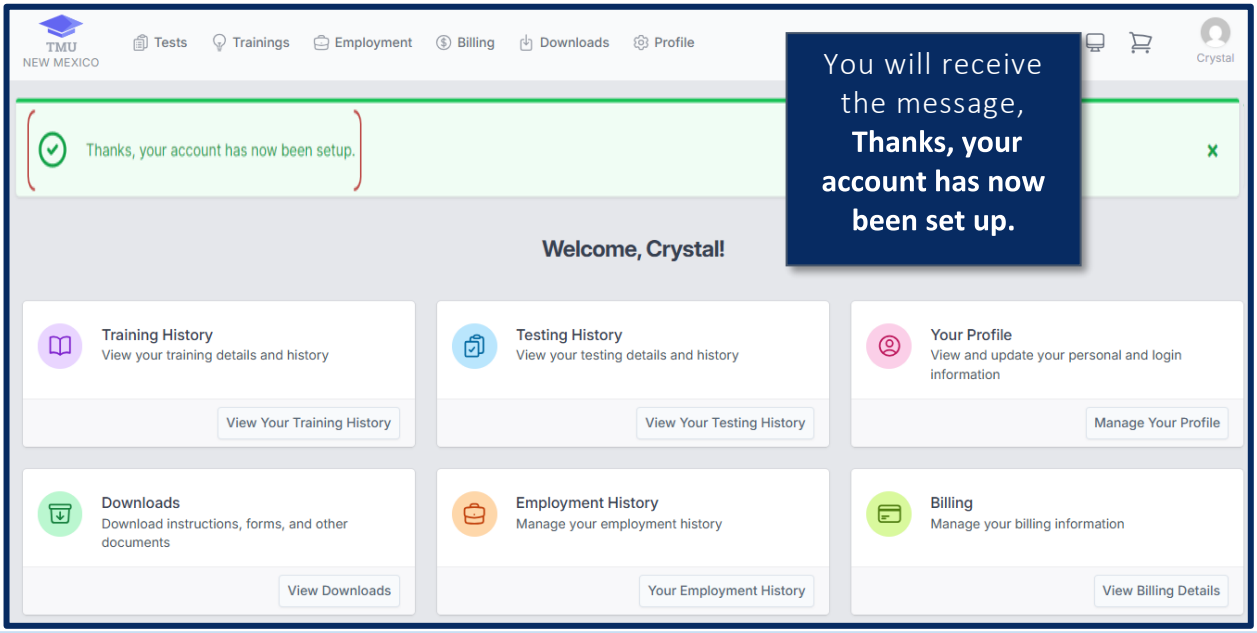
- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event**

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 (888) 401-0462.

This is the screen you will see the first time you sign in to your TMU© account with the ***demographic information you need to enter to complete your account****:*



This is the candidate's home page:



THE NEW MEXICO NURSE AIDE COMPETENCY EXAM

Payment Information

Exam Description	Price
Knowledge Exam {English or Spanish} *-or- Knowledge Retake*	**$40.00** *(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)*
Optional: Audio Version of the Knowledge Exam {English or Spanish} *-or- Audio Knowledge Retake* *(The knowledge test questions and answers are read through the computer and listened to through headphones or earbuds while you read along.)* [$40 + $5 = $45]	**Extra $5.00 = total $45.00** *(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)*
Skills Test *-or- Skills Retake*	**$100.00** *(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)*
Registry Renewal Fee	**$25.00** *(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)*

State of New Mexico – Payment of Test Fees

The State of New Mexico will pay test fees for candidates who have been offered employment or are currently employed by a Medicaid-certified nursing facility. In order for the state to pay your test fees, an authorized facility must be listed in your TMU© application.

If you are not eligible for state payment, please refer to the **Self-Pay of Testing Fees** section.

Schedule a New Mexico Nurse Aide Exam

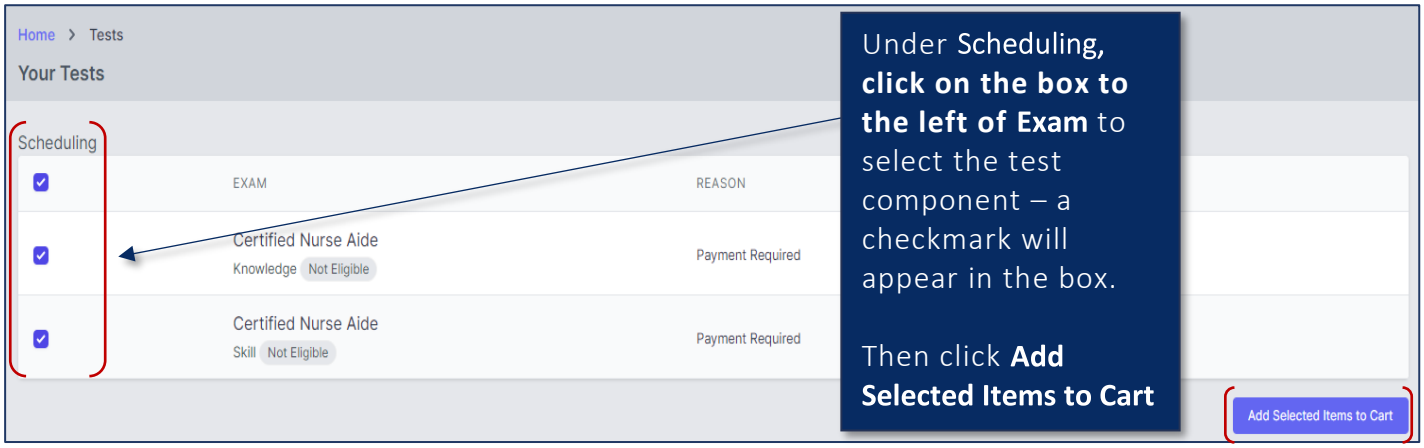
Once you have completed your program, your instructor has entered your training record in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database, and your testing fee has been paid (see instructions under **Self-Pay of Testing Fees**), you may schedule your exam date online at the New Mexico TMU© webpage at **nm.tmutest.com** using your email and password (see instructions under **Schedule / Reschedule a Test Event**). If you cannot sign in or schedule/reschedule online using your email, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 6:00AM to 5:00PM MT, Monday through Friday, excluding holidays.

Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your TMU© account, update your password, and complete your demographic information. **This must be done *before scheduling* a test event.** See the instructions under **Complete your TMU© Account**.

Self-Pay of Testing Fees

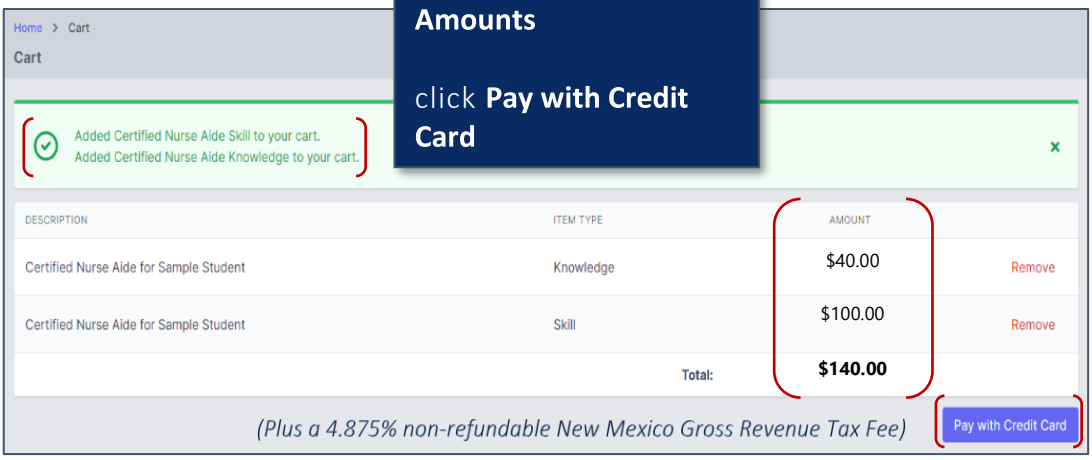
Testing fees must be paid *before* you can schedule a test date. Once your training program has been completed, your training record will include completion hours and date, and you will receive an email and text message that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

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



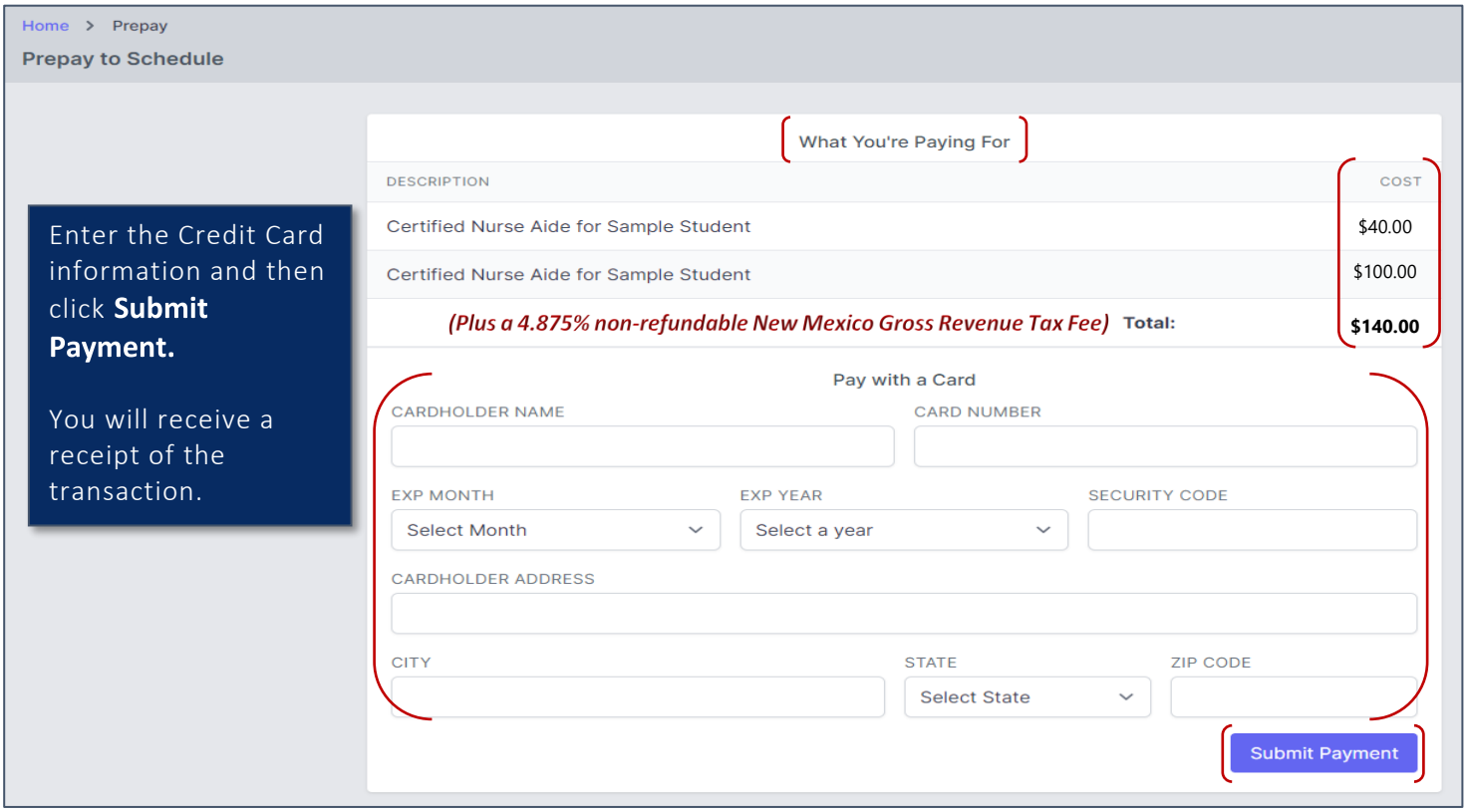
Under Scheduling, **click on the box to the left of Exam** to select the test component – a checkmark will appear in the box.

Then click **Add Selected Items to Cart**



You will get a message that the **Knowledge and Skill tests have been added to your cart** and the **Knowledge and Skill Amounts**

click **Pay with Credit Card**

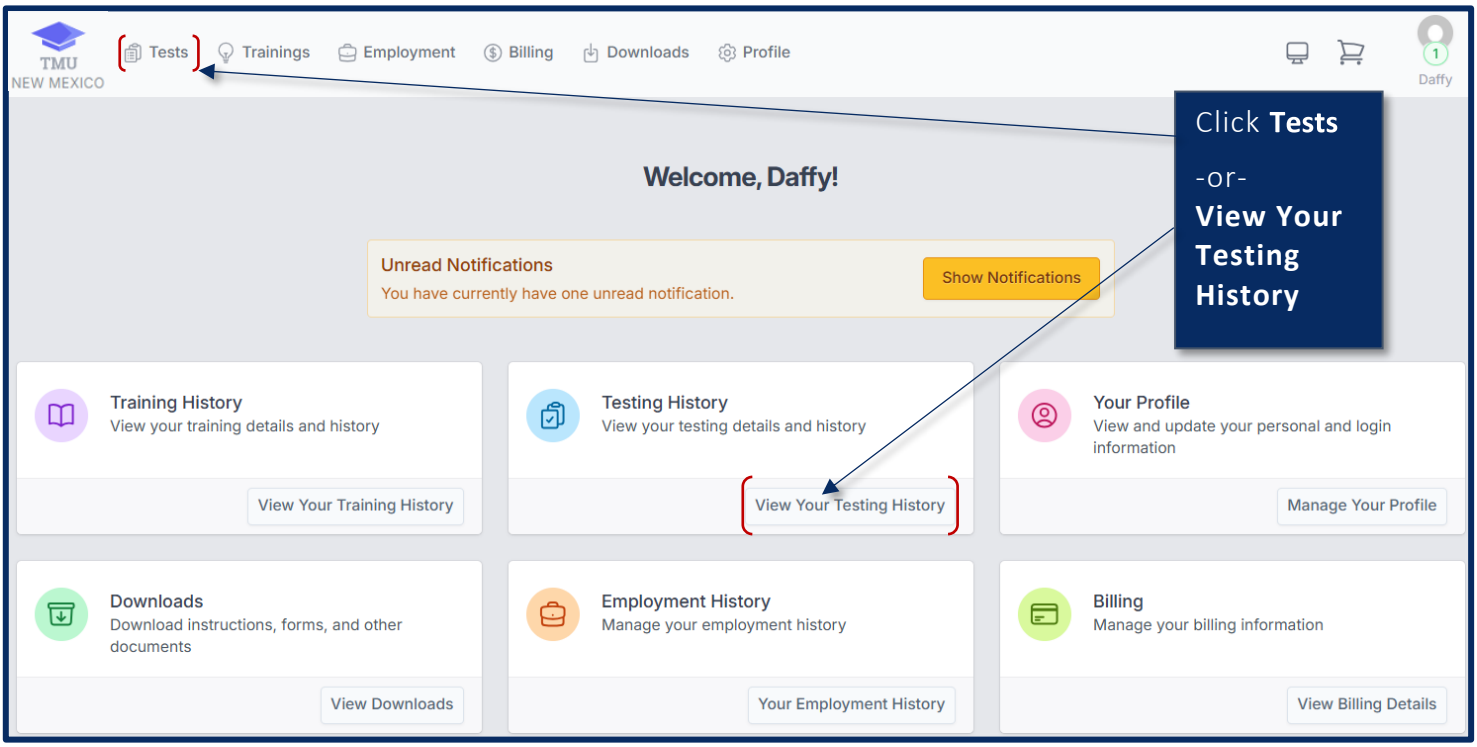


NOTE: All fees are assessed a 4.875% non-refundable New Mexico Gross Revenue Tax Fee.

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.

-continued on the next page-

Schedule / Reschedule a Test Event



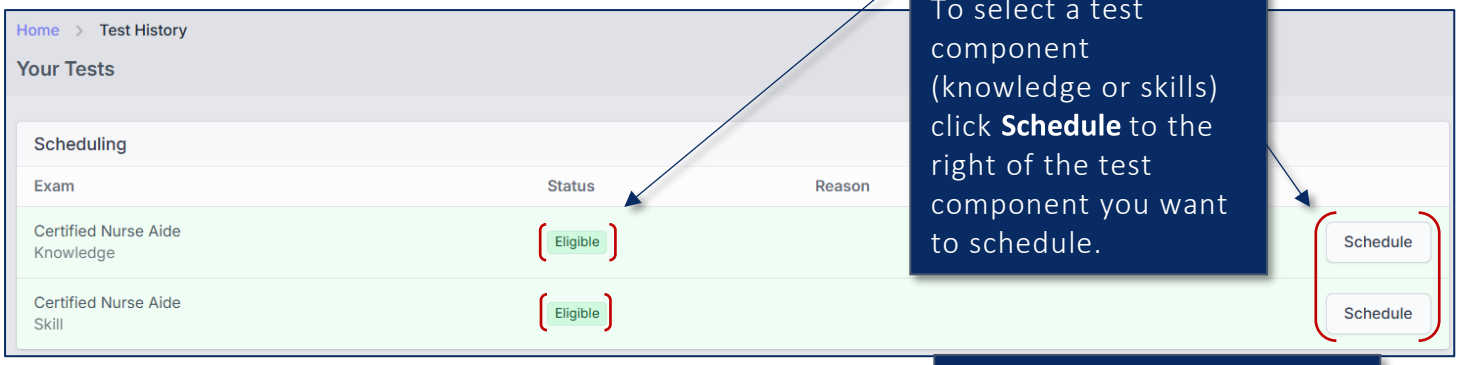
Click **Tests**

-or-

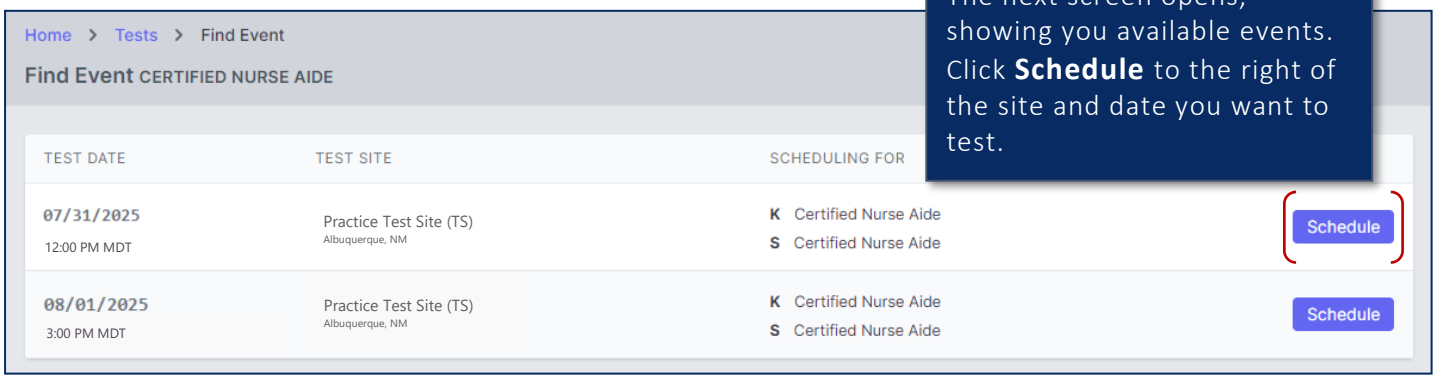
View Your Testing History

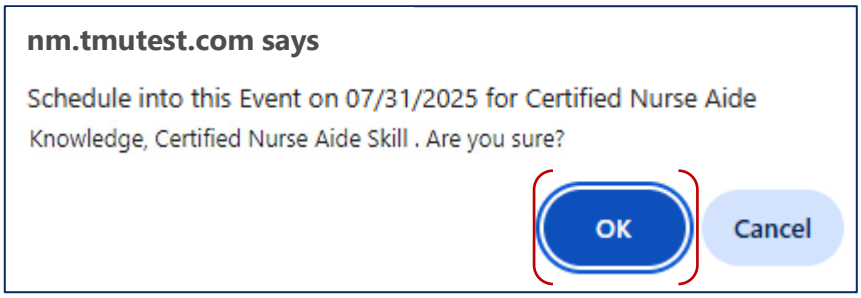
All **eligible** test events will appear in this format.

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

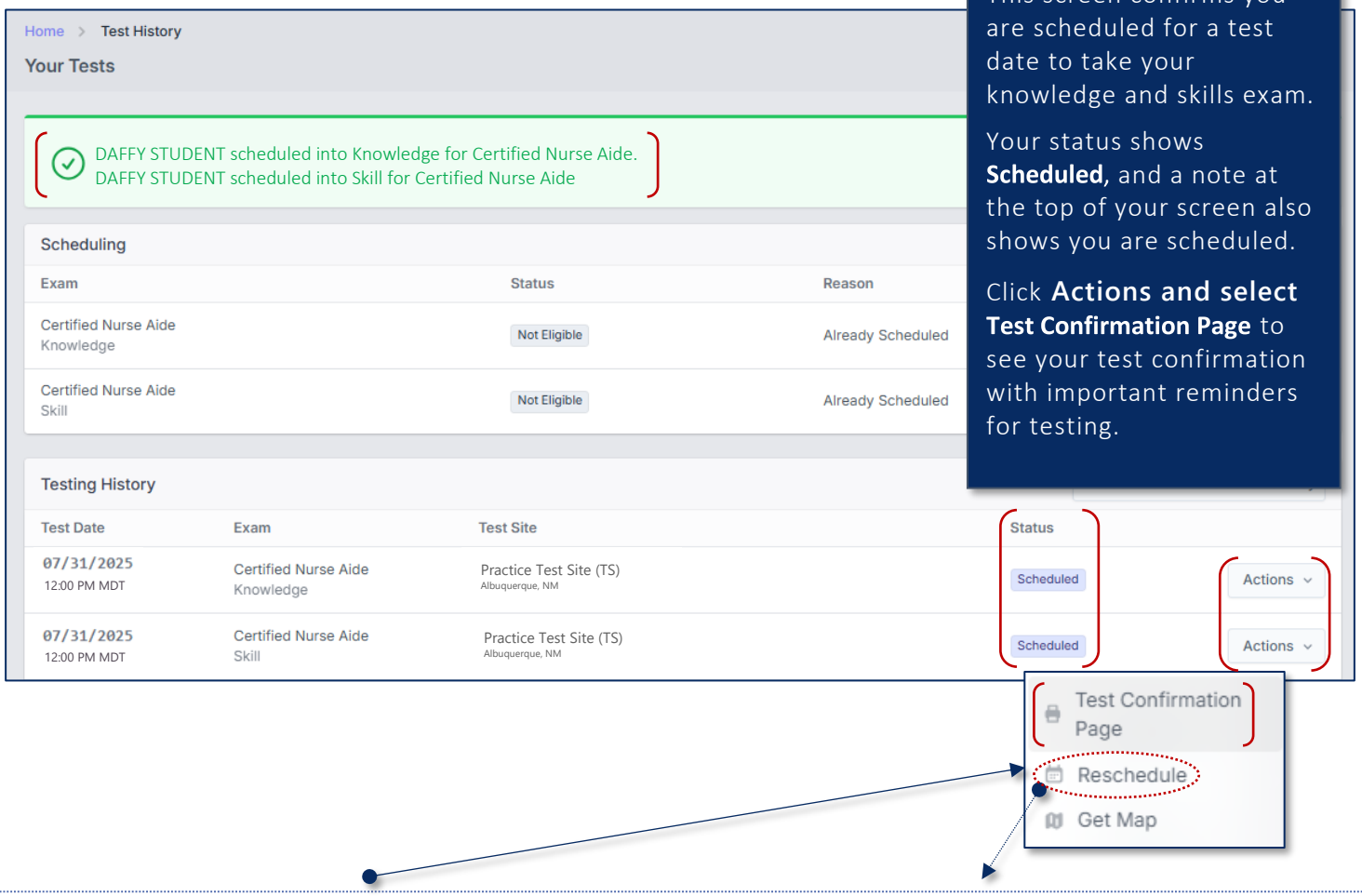


The next screen opens, showing you available events. Click **Schedule** to the right of the site and date you want to test.





To confirm this is the site and date you want to schedule, click **OK**



This screen confirms you are scheduled for a test date to take your knowledge and skills exam.

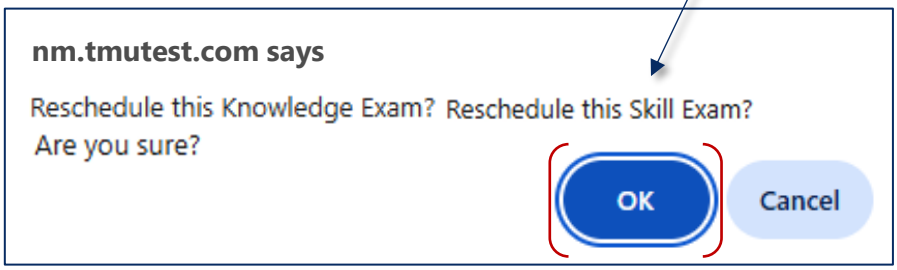
Your status shows **Scheduled**, and a note at the top of your screen also shows you are scheduled.

Click **Actions and select Test Confirmation Page** to see your test confirmation with important reminders for testing.

RESCHEDULE A TEST EVENT SCREENSHOTS

You may reschedule an exam date online in your TMU© account at **nm.tmutest.com** up until one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.
- Click **OK**, and a list of available test events will appear to schedule.



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 refer you to read the New Mexico candidate handbook, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.

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

It is important you read this letter!

Knowledge Exam Test Confirmation:
(A Skill Test confirmation will look the same.)

Click **Print Page** to print your confirmation letter.

Click **Get Map** to get Google Maps directions to the test site.

Test Confirmation Letter

Scheduled Test Confirmation - New Mexico Certified Nurse Aide

Get Map | Print Page

Test Date: 08/12/2025
Test Time: 7:45 AM MDT
Test Exam: Knowledge - Certified Nurse Aide
Test Site: Practice Test Site
Test Site Address
Albuquerque, NM 87106

Daffy Student
Best Student Address
Los Lunas, NM

TESTING BEGINS AT **8:00 AM MST** ON **03/06/2026**:

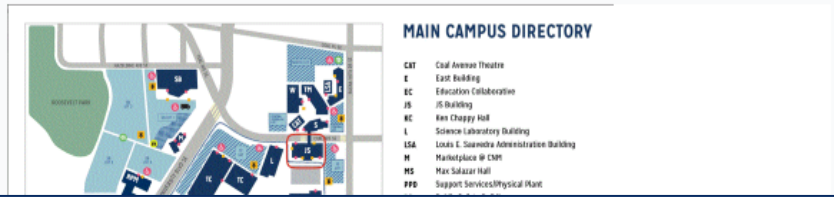
You **MUST** be at your confirmed test site waiting area/room **20 minutes in advance** of your scheduled exam start time, **8:00 AM MST**, to check in.

- *Testing **begins** promptly at the start time noted on this test confirmation.*
- If you are not at the test site waiting area/room 20 minutes before your exam start time and are not in full clinical attire, you will not be allowed to test and will be a NO SHOW for the event. Please see further information in the New Mexico NA Candidate Handbook.
  - Please review the ID requirements found in the New Mexico NA Candidate Handbook.
- If you are unable to access your account, go to https://nm.tmutest.com, click Forgot Password, enter your Email, click on 'Send Reset Password Link', and follow the directions. If you need further assistance, please call D&SDT-Headmaster at (800)-393-8664.
- Refer to the **Nurse Aide Competency Exam** section of the **New Mexico NA Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in your being turned away from testing and the forfeiture of your testing fees. Review this specific information before your testing date.

Click to open the New Mexico Candidate Handbook

Driving Directions

Detailed instructions regarding landmarks to look for, parking, building numbers, entrances, floor numbers, etc., will be included under driving directions.
A map of the facility/campus may also be included, for example, below:



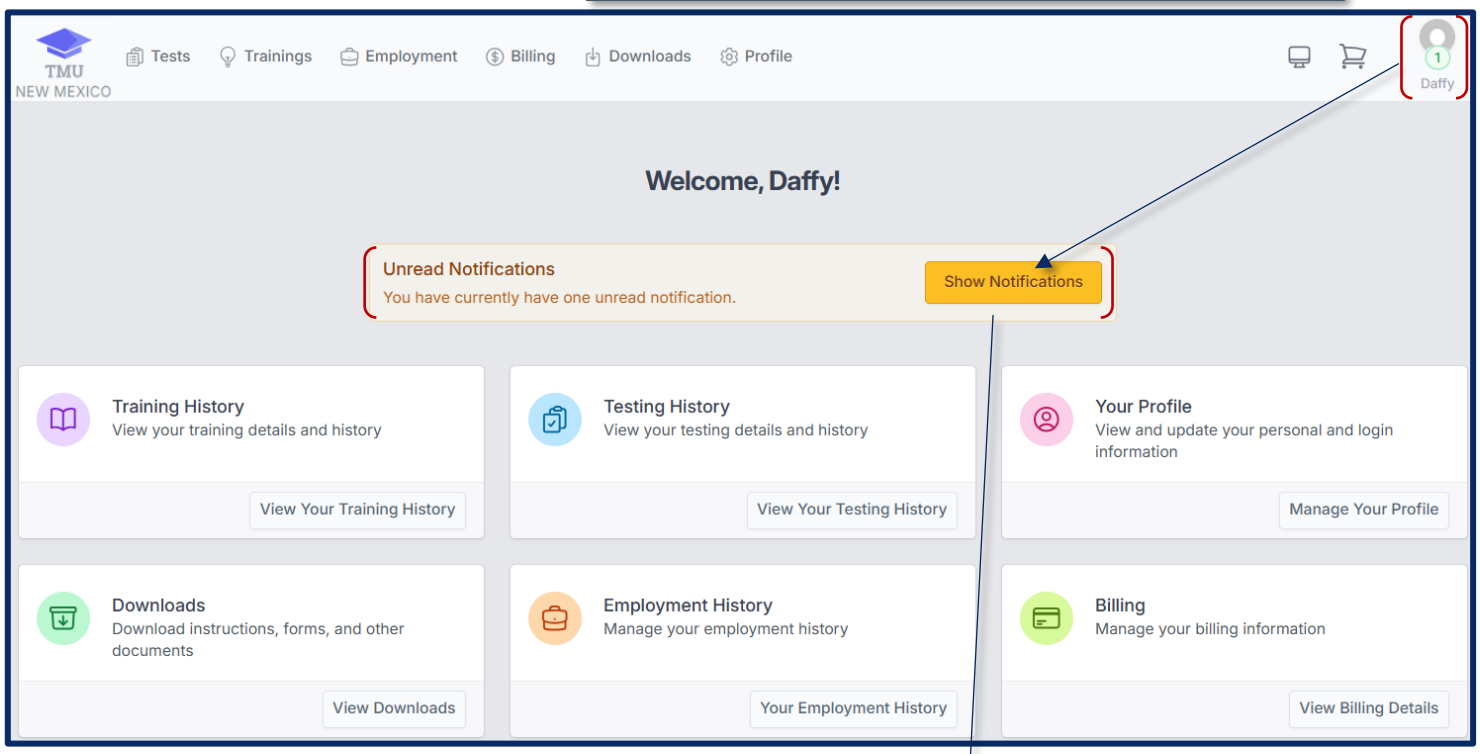
Note: Candidates who self-schedule online or are scheduled by their training programs will receive their test confirmation at the time they are scheduled.

View your Notifications in TMU©

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

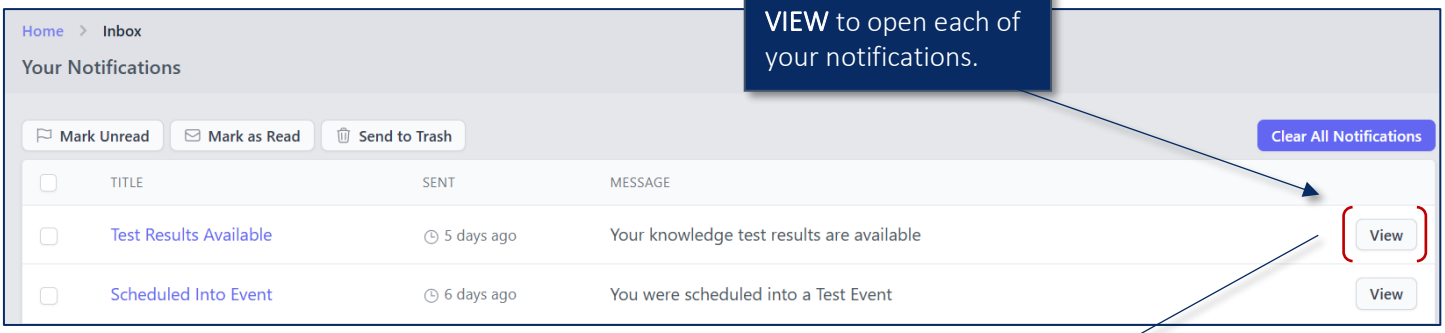
Any unread notifications will appear in the box below.

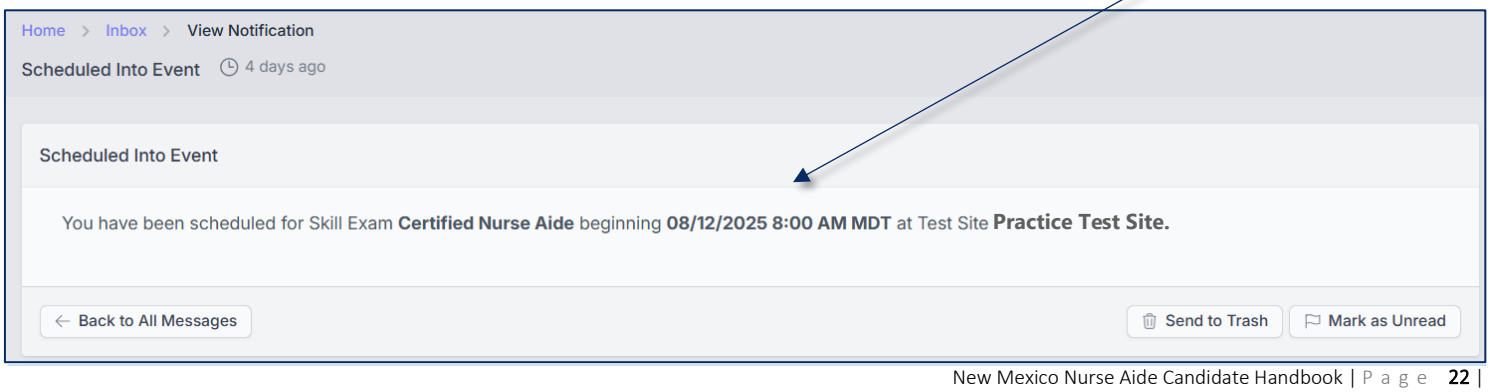
Click on- **Show Notifications** to open your notifications.



Notification example when scheduled into a test event:

Click on-
VIEW to open each of your notifications.





Time Frame for Testing from Training Program Completion

You have **three (3) attempts** to pass the exam's knowledge and skill test portions **within 24 months** from your date of nurse aide training program completion. If you do not complete testing within 24 months from completion of training, you must retrain to become eligible to further attempt New Mexico nurse aide examinations.

Test Day

Exam Check-In

You must arrive at your confirmed test site 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 waiting area/room for check-in by 7:40AM**.

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

Testing Attire

The following testing attire will be required for ALL testing:

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

Other testing attire information:

- You may bring a standard watch with a second hand.
- Smartwatches, smart glasses, fitness monitors, or any type of Bluetooth-connected devices ***are not allowed***.

Note: You will not be admitted for testing if you are not wearing scrubs and the appropriate shoes. You will be considered a NO-SHOW status. You will forfeit your testing fees and will have to pay for another exam date.

Identification

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

Only original ID cards are accepted. Photocopies, images, faxes, emails, screenshots, and electronic or digitally stored forms of identification (for example, Apple or Google Wallet) ***will not be accepted***.

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

- **State-issued Driver's License**
  - *You may use the letter issued by the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license while waiting to receive your new 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.*

The **FIRST** and **LAST** names printed on your mandatory United States (US) government-issued, *signed, non-expired, photo-bearing 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. You may call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 6:00AM to 5:00PM MT, 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 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.
- A school ID ***is not*** an acceptable form of ID.
- In cases where names do not match, your ID is not proper/valid, or it has a hole punched in it, 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 show your ID again when you enter the knowledge test room and the skills lab. Please keep your ID with you during the entire exam event.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Name changes (marriage/divorce, etc.), date of birth changes, 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. The form is under 'APPLICATIONS' on the New Mexico TMU© main web page (before you log in to your account), or click on this link: **https://nm.tmutest.com/apply/6**.

Test Instructions

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.

These instructions explain the process and what to 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

NOTE: If you are scheduled for a remotely proctored knowledge exam, please see the **Remotely Proctored Knowledge Exam Testing Policies** for additional policies that apply to the remotely proctored knowledge exam.

The following policies are observed at each test site:

- Make sure you have signed in to your TMU© account at **nm.tmutest.com** 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, and any exam fees paid *will NOT be refunded*.**
- Plan to be at the test site for up to five (5) hours (if the knowledge and skills are taken together) in the worst-case scenario.
  - Scheduling time frames and the time at the test site may be significantly shorter.
- Testing begins promptly at the start time noted on your confirmation. You **must** be in 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 in the waiting area/room **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 the check-in and testing attire procedures/policies under **Remotely Proctored Knowledge Exam Option.**
- 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 ID 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 New Mexico nurse aide TMU© database, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- If you do not wear the mandatory attire as outlined in the **Testing Attire** section, 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 the testing attire under **Remotely Proctored Knowledge Exam Testing Attire.**

- If you do not show up for your exam day, or are considered a NO-SHOW STATUS for any reason *(see details in this handbook's* **No-Show Status** *section)*, any test fees paid will NOT be refunded. You must repay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smartwatches, smart glasses, fitness monitors, electronic recording devices, Bluetooth-connected 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 to place your personal items and electronic devices, and you will collect these items when you complete your test(s).
    - All electronic devices must be **turned off**, including smartwatches, smart glasses, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
    - If you are scheduled for a remotely proctored knowledge exam, please see the additional procedures/policies in the **Remotely Proctored Knowledge Exam Testing Policies** section.
- Anyone caught using any electronic recording device during testing will be dismissed from the exam and testing room, 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 New Mexico Health Care Authority (NMHCA). You may, however, use personal devices during your free time in the waiting area. Please see this handbook's **Security** section.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language translation dictionaries of any type, translators, using language translators that are not pre-approved, and electronic dictionaries **are not allowed.**
- **SCRATCH PAPER AND CALCULATORS:** If needed, you may do math calculations on scratch paper provided by the KTP. ***Calculators are not allowed.***
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room (knowledge test room 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 New Mexico Health Care Authority (NMHCA). 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 D&SDT-HEADMASTER at (888)401-0462, or via email **newmexico@hdmaster.com,** once you schedule a test date, so that we can notify the testing team.
    - If you show up at your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be allowed to test and will forfeit all testing fees paid.
- **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (888) 401-0462 immediately to reschedule *(see the* ***note*** *below)*.
    - **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,

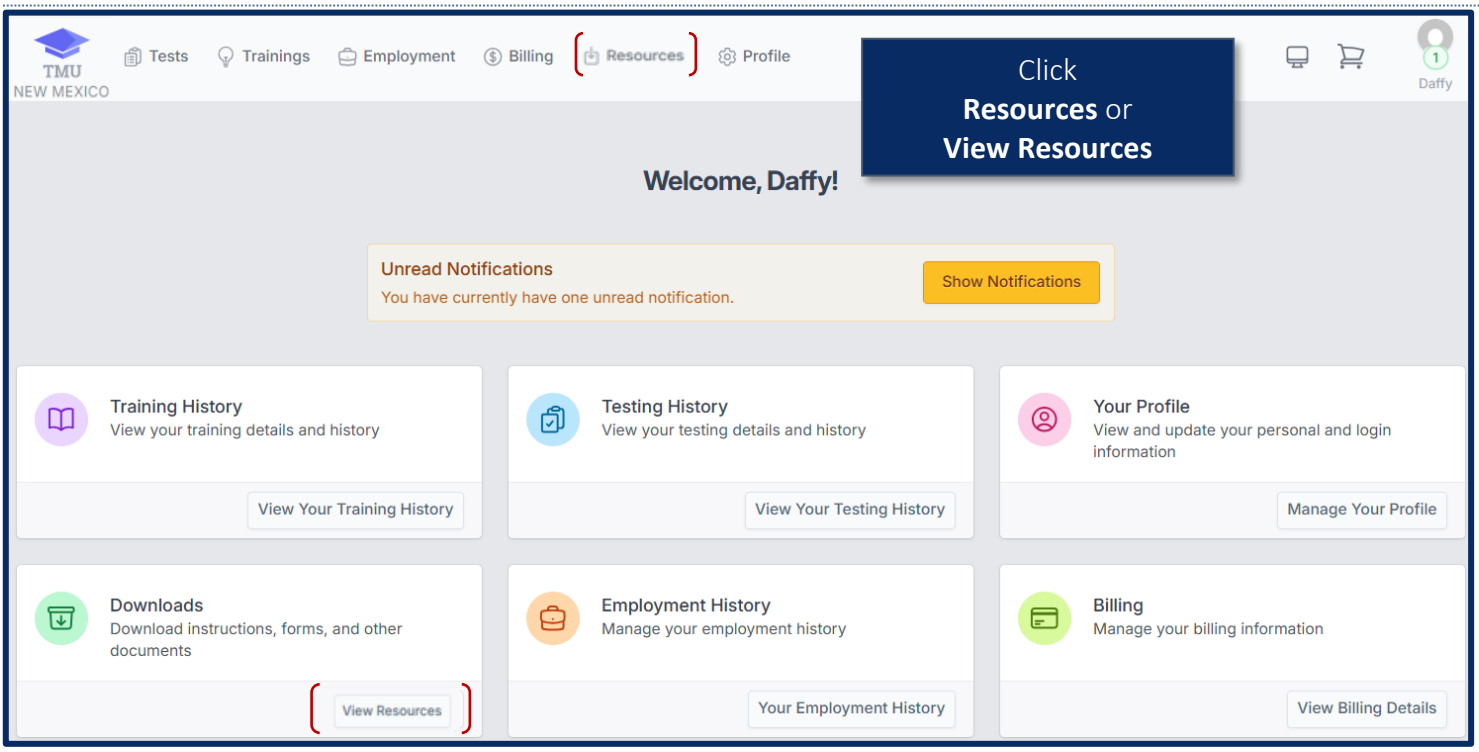
etc.) Call D&SDT-HEADMASTER at (888) 401-0462 immediately to reschedule if you are on doctor's orders *(see the **note** below)*.

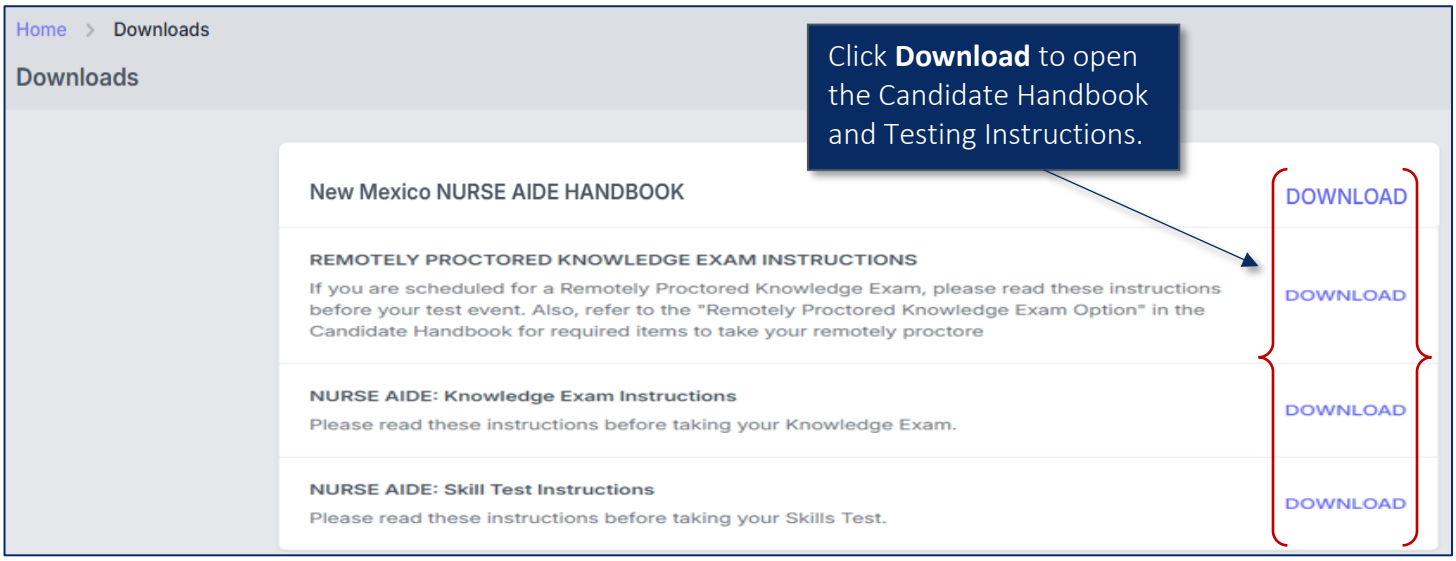
NOTE: Please see this handbook's **Rescheduling Policy** and **No-Show Exceptions** sections.

→ *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*

- **Please review this New Mexico NA 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 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS





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 New Mexico Health Care Authority (NMHCA).

You will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees if you, which may include, but are 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., cell phones, smartwatches, smart glasses) or navigating to other browsers during your exam

A report of your behavior will be sent to your training program and the NMHCA, and you are subject to legal prosecution to the fullest extent of the law. You may not be allowed to retest for at least six months and may need NMHCA permission to be eligible to retest.

Rescheduling Policy

All candidates may reschedule for free online at **nm.tmutest.com** any time up until one (1) 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 TMU© account at **nm.tmutest.com**. (See instructions under **Schedule / Reschedule a Test Event**).

- **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open 6:00AM to 5:00PM MT, Monday through Friday, excluding holidays.

- Please see the **Reschedule a Test Event Screenshots** section.

The scheduled test date is on a:	Reschedule before 5:00PM MT the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one full business day before a scheduled test date.

Refund of Testing Fees Paid

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 New Mexico nurse aide certification 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 **New Mexico web page** at least one (1) 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 a Saturday, Sunday, or Monday, you would need to request a refund by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open until 5:00PM MT, 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 (30) 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 (30) 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 **New Mexico web page**. 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

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 for no 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 for which you are responsible).*

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU© account (*see examples below) due to an unforeseen circumstance for a test event for which you are scheduled, 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 voice mailbox 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

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER at least one (1) 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 deeming 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 incurred for requested services and the resulting work performed. If you do not reschedule or request a refund at least one (1) full business day before a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples in the Rescheduling Policy and Refund of Testing Fees Paid sections), you will be marked as NO-SHOW. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

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 (within the required time frames outlined below) the **No Show Exception Form** available on the New Mexico TMU© main page under 'APPLICATIONS', or click this link:

https://nm.tmutest.com/apply/17

- **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 must be submitted within **three (3) 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 (3) 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's name, or on the provider's letterhead, must be submitted within **three (3) 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 (7) 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 within one business day via phone call, fax, or email, and appropriate documentation showing your name and the service provider's name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.
  - **Internet outage or issue**: Documentation showing your name and the service provider's name from the Internet provider, including the date and times of the outage.
  - **Computer or cell phone issue:** If the computer or cell phone fails to function for any reason, provide documentation that includes your name and the name of the service provider, obtained from a computer repair technician or shop, or other relevant documentation.

Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when checking 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

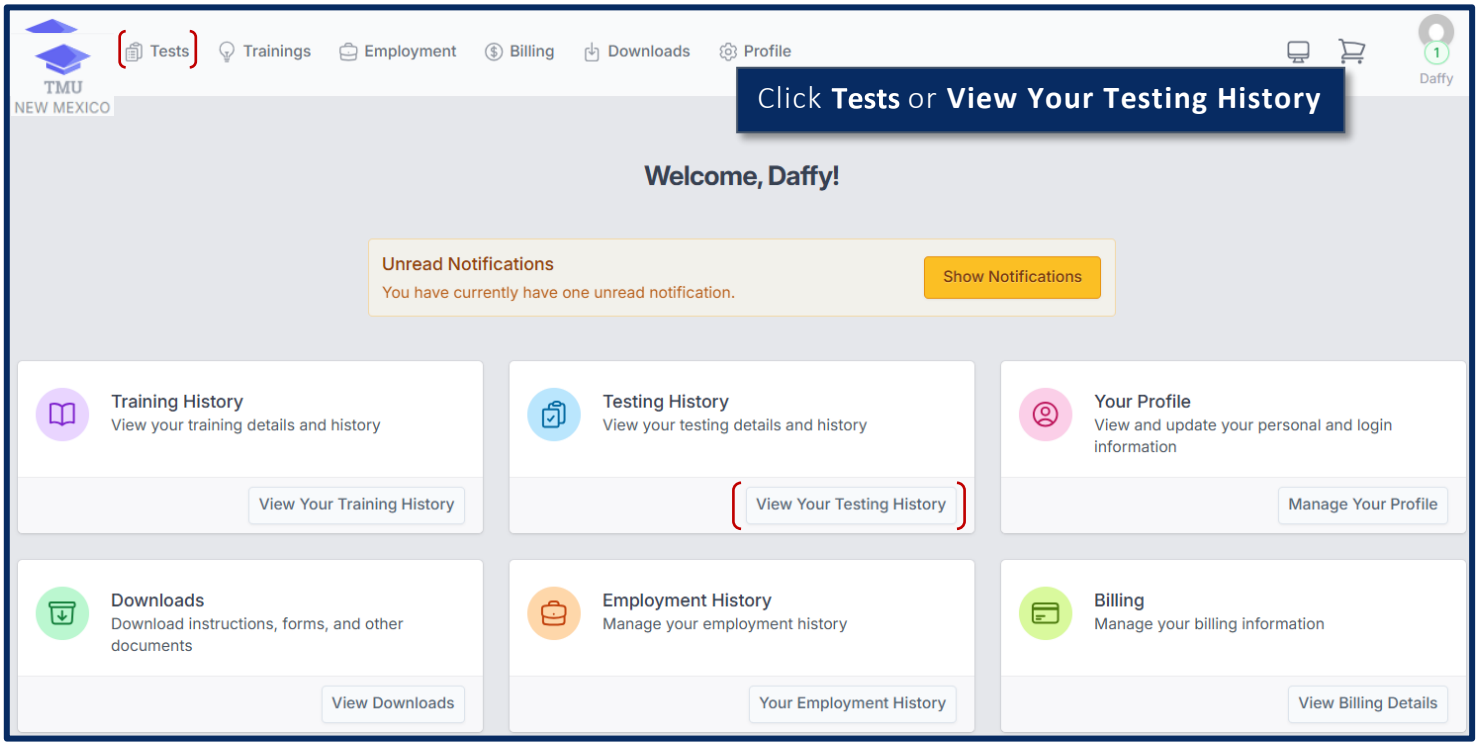
After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available after 5:00PM (MT) on the business day after your test event by signing in to your TMU© account. D&SDT-HEADMASTER cannot release test results over the phone.

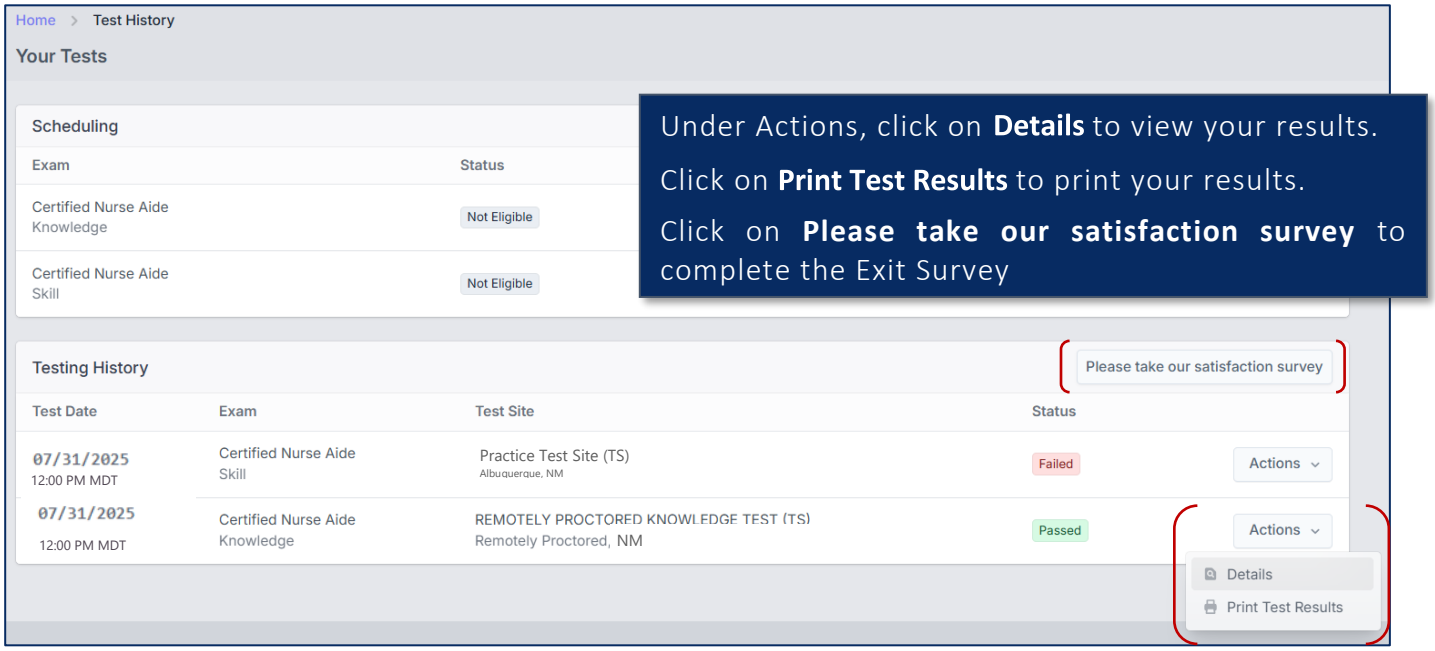
When you pass the knowledge and skill test components of the New Mexico nurse aide examination, you may be certified and listed on the New Mexico Nurse Aide Registry (NMNAR).

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

Sign in to your TMU© account at **nm.tmutest.com** to view your test results. The screenshots below show the results.

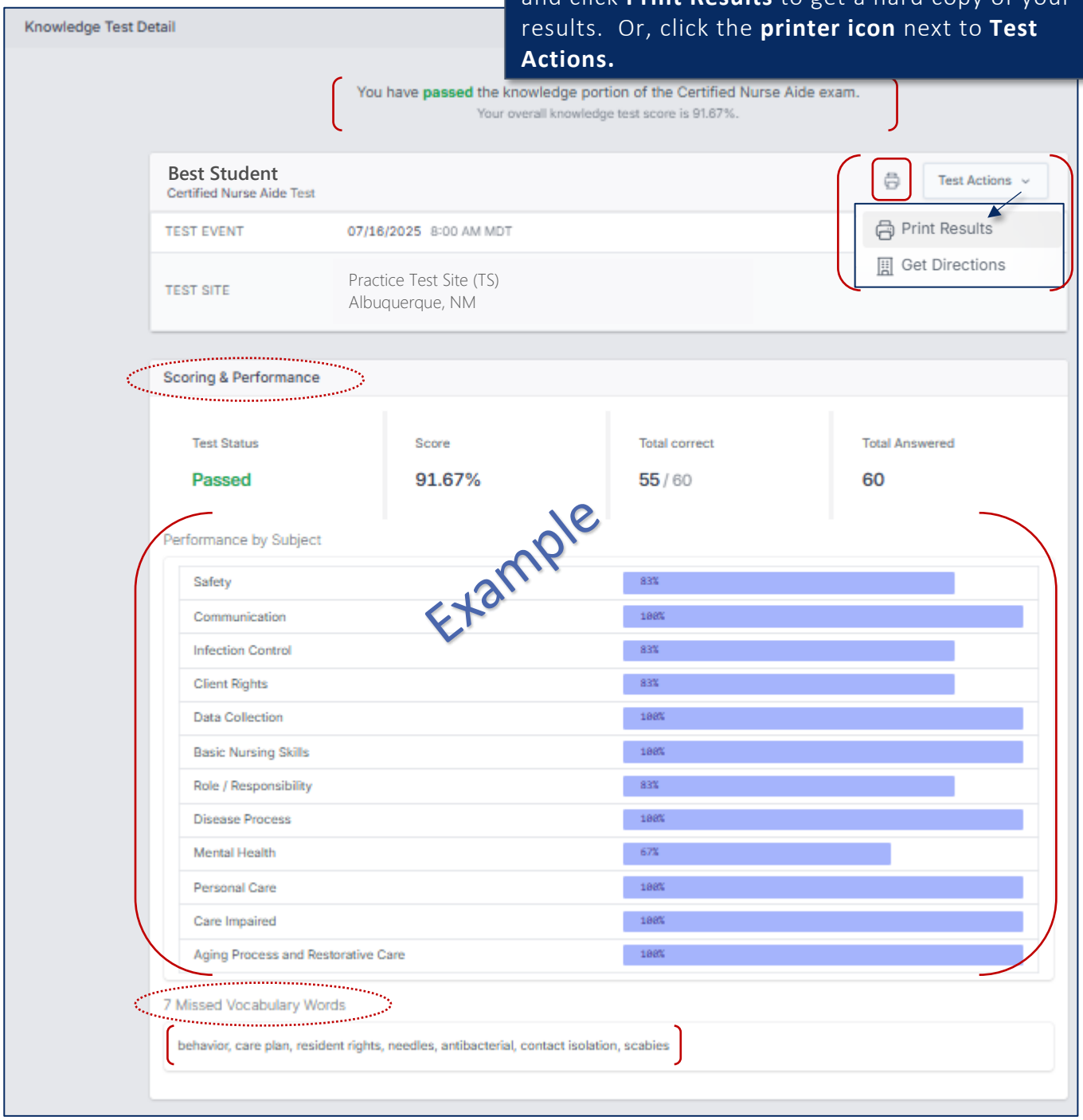
Access your Test Results





Knowledge Exam Test Results Example:

Under **Test Actions**, click the drop-down menu and click **Print Results** to get a hard copy of your results. Or, click the **printer icon** next to **Test Actions.**



Skill Exam Test Results Example:

You have **failed** the skill portion of the Certified Nurse Aide exam.
You needed **80%** or better on each skill task without missing any **Key Steps** to pass the skills test.

Best Student
Certified Nurse Aide Skill Test

Test Actions
Print Results
Get Directions

TEST EVENT	05/05/2025 3:20 PM MDT
TEST SITE	Practice Test Site (TS) Albuquerque, NM

Scoring & Performance

Example

Test Status
Failed

Tasks Completed
2 / 3

Click **View Failed Steps** to see the steps missed.
SEE THE NEXT PAGE FOR DETAILS.

Task #1: Perineal Care for a Female and Hand Washing

Score Failed
91.23%

Steps Correct
52 / 57

View Failed Steps

Task #2: Nail Care One Hand

Score Passed
88.89%

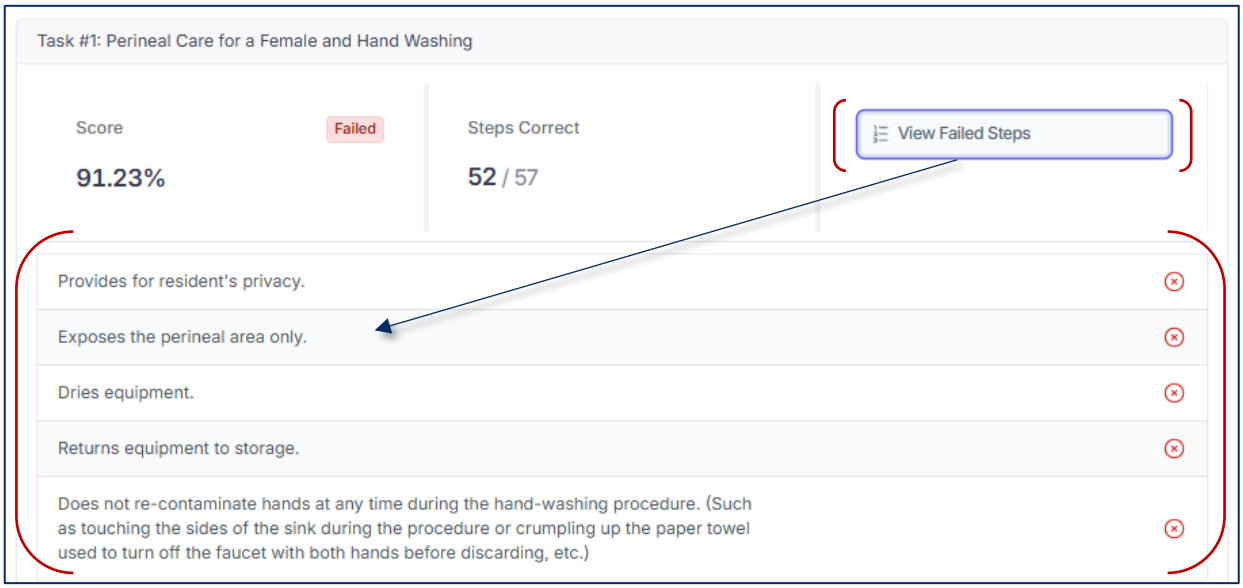
Steps Correct
16 / 18

View Failed Steps

Task #3: Passive Range of Motion Exercise for One Shoulder

Score Passed
100.00%

Steps Correct
21 / 21



Test Attempts

You have **three (3) attempts within 24 months of completion of training** to pass the knowledge and skill test portions of the exam. If you fail three attempts on either the knowledge or skills test component, you must complete a New Mexico Health Care Authority (NMHCA) approved training program to become eligible to attempt the New Mexico NA examinations further.

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 do not pass the state competency exam's knowledge and skills portions within 120 days, the facility can no longer employ you to perform nurse aide duties.

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 you can schedule a new exam date.

You can schedule a test or re-test online by signing in to your TMU© account with your Email or Username and Password at **nm.tmutest.com**. (See instructions with screenshots under **Schedule / Reschedule a Test Event**.)

You will need to pay with a Visa or MasterCard credit/debit card before you can schedule.

If you need assistance scheduling your re-test, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 6:00AM to 5:00PM MT, Monday through Friday, excluding holidays. We can help you schedule a test or retest date, provided your fees have been paid.

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 (888) 401-0462 during regular business hours, Monday through Friday, 6:00AM to 5:00PM MT, 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 on the New Mexico TMU© main page (before you log in to your account) at **nm.tmutest.com**. Test Review Requests must be received **within three (3) 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 New Mexico 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 findings of the review are *not in your favor*, the $25 test review deposit will stand, and the fee 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 the candidate's behalf once the candidate is 18.

D&SDT-HEADMASTER will complete your review request within ten (10) business days of receiving it. D&SDT-HEADMASTER will email the review results to your email address and the New Mexico Health Care Authority (NMHCA).

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Test consists of **60 multiple-choice questions**. Questions are selected from subject areas based on the New Mexico Health Care Authority (NMHCA)-approved New Mexico test plan and include questions from all required categories as defined in federal regulations.

The subject areas are as follows.

Subject Areas

Subject Area	Number of Questions	Subject Area	Number of Questions
Aging Process and Restorative Care	6	Infection Control	6
Basic Nursing Skills	6	Mental Health	3
Care Impaired	2	Personal Care	4
Communication	6	Resident Rights	6
Data Collection	4	Role and Responsibility	6
Disease Process	5	Safety	6

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 the maintenance of 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 hand out materials and give instructions for taking the Knowledge Exam. You will have **sixty (60) minutes to complete the 60-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 will be told when fifteen (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 New Mexico 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/tap or click on 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
Foreign language translation dictionaries of any type, translators, language translators that are not pre-approved, and electronic dictionaries ***are not allowed***.

SCRATCH PAPER
If needed, you may do math calculations on the scratch paper provided by the KTP.

- *Any scratch paper must be left with the KTP when testing is done.*
- Calculators of any type ***are not allowed*** during testing.

When you leave the testing room, you must leave all test materials in it. Anyone who takes or tries to take materials, notes, or information from the room is subject to prosecution and will be reported to their training program and the New Mexico Health Care Authority (NMHCA).

ALTERNATE LANGUAGE VERSION

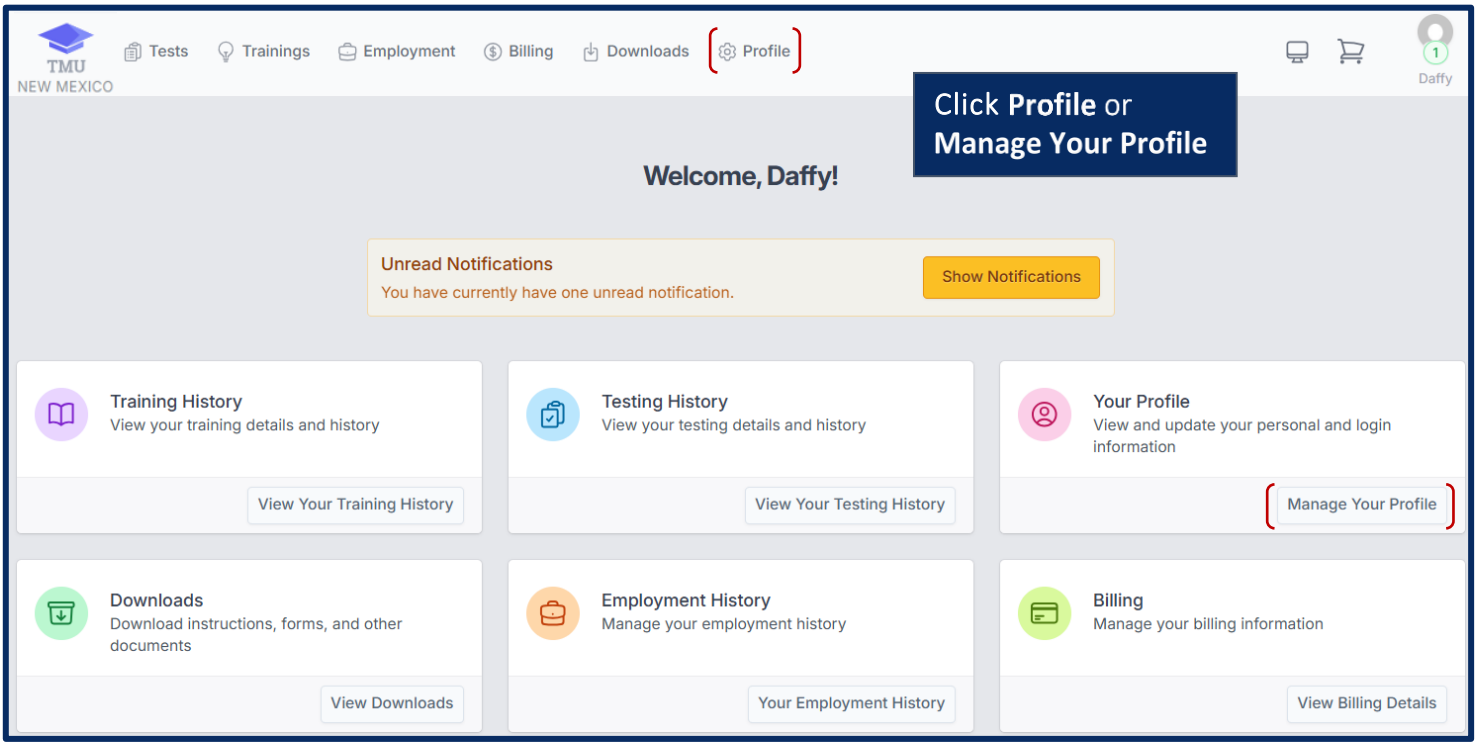
In addition to English, the knowledge and audio knowledge exams are available in Spanish. Please refer to the instructions in the **Knowledge/Audio Exam Alternate Language Versions** section of this handbook.

Knowledge Exam Audio Version

An audio (oral) version of the knowledge exam is available. However, there is an extra $5 charge for the audio version ($45 total), and you must request an Audio version ***before you submit your testing fee payment***.

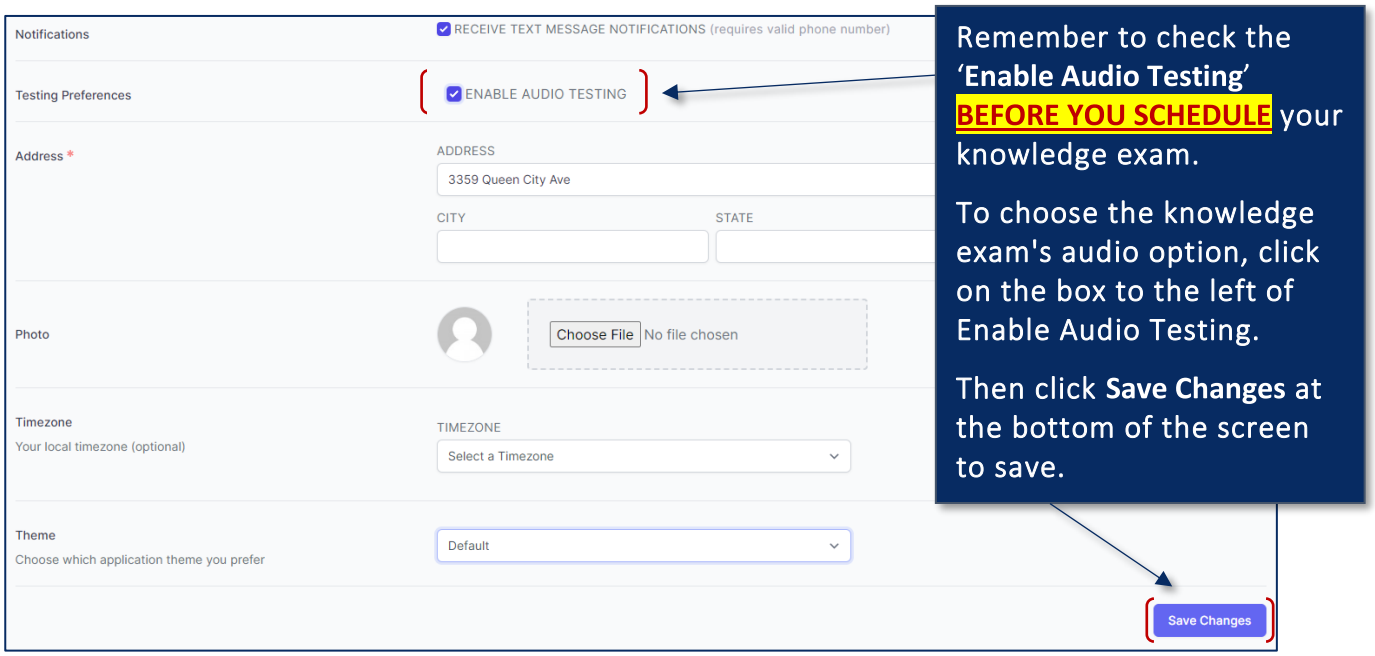
Selecting an Audio Version of the Knowledge Exam

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



-continued on the next page-

*Under your PROFILE, check **'Enable Audio Testing'** to receive an Audio version of the Knowledge Exam:*



The questions are read to you neutrally 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.

Knowledge/Audio Exam Alternate Language Versions

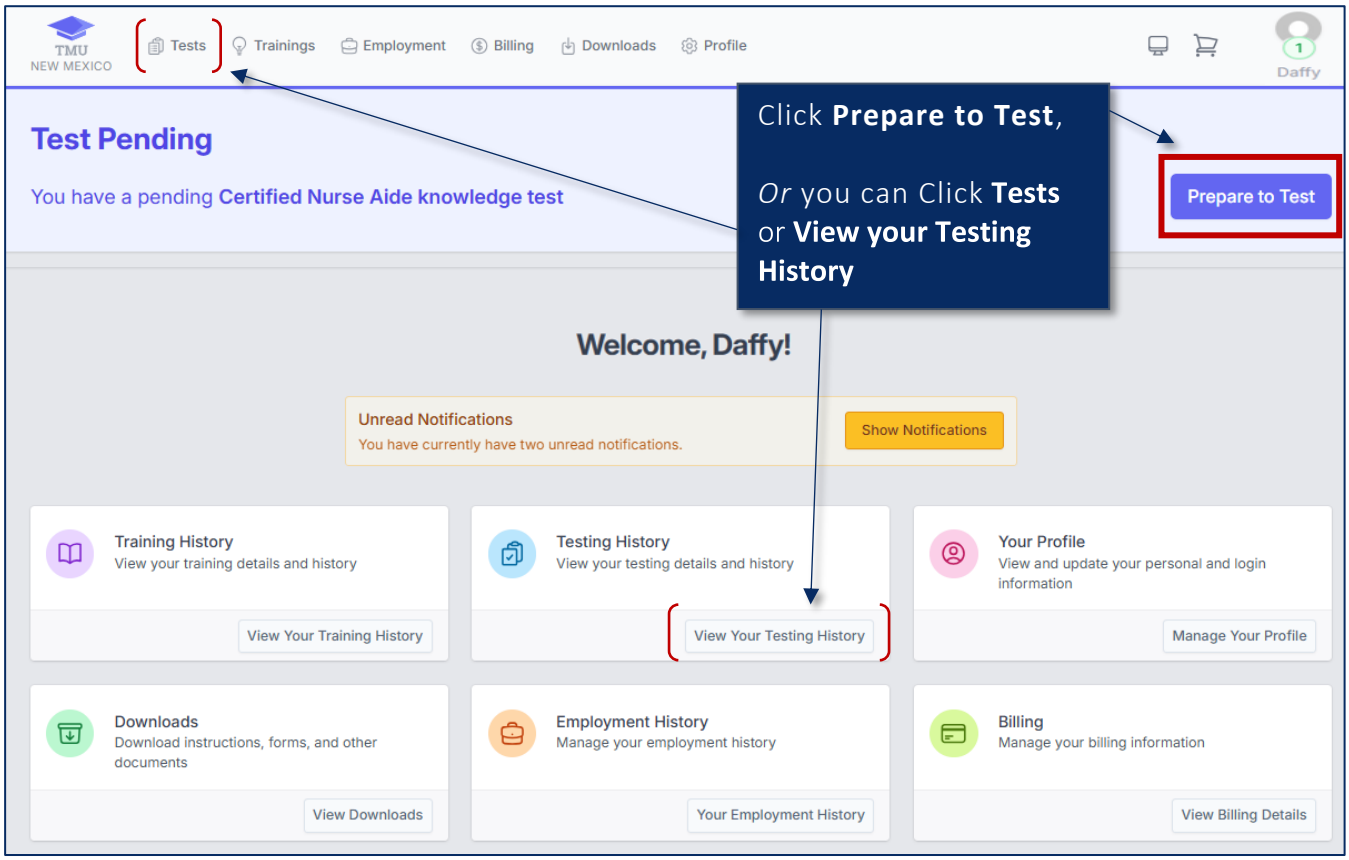
The Knowledge/Audio Exam is available in English and the following NMHCA-approved alternate language:

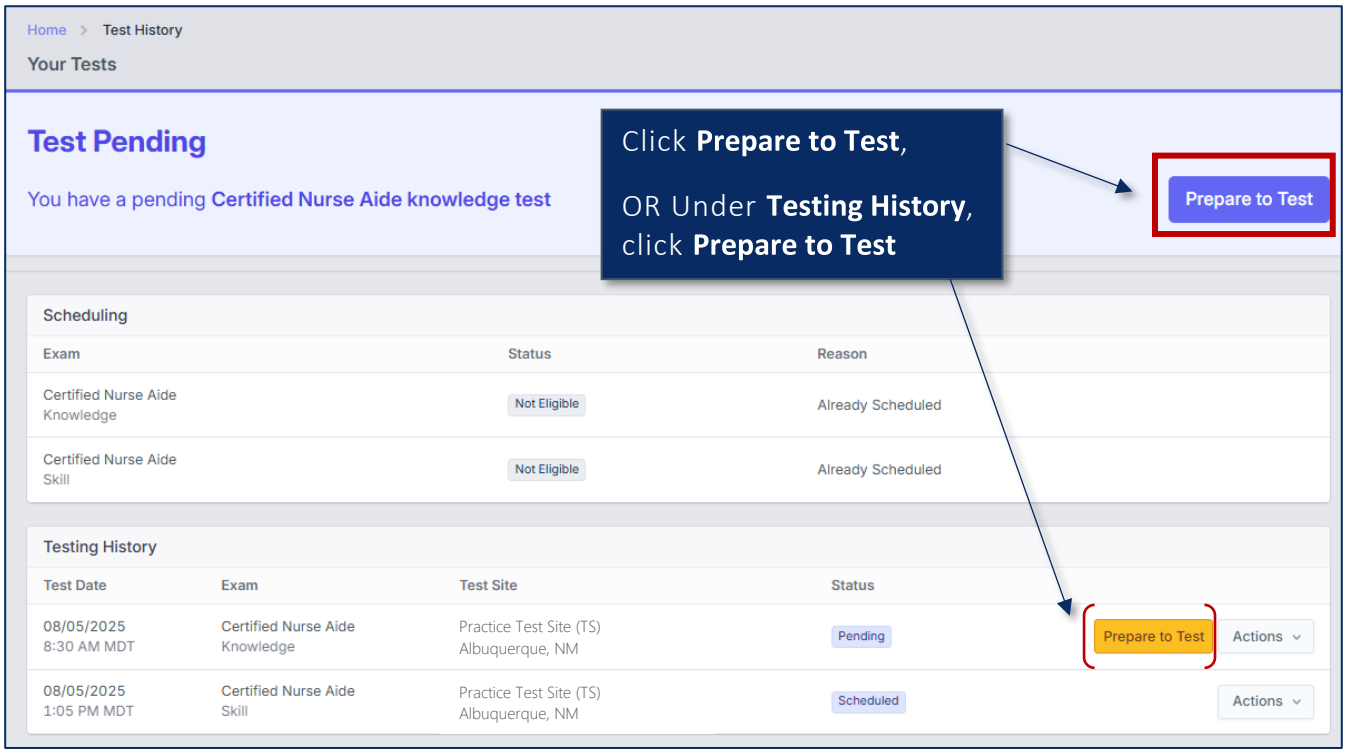
- Spanish

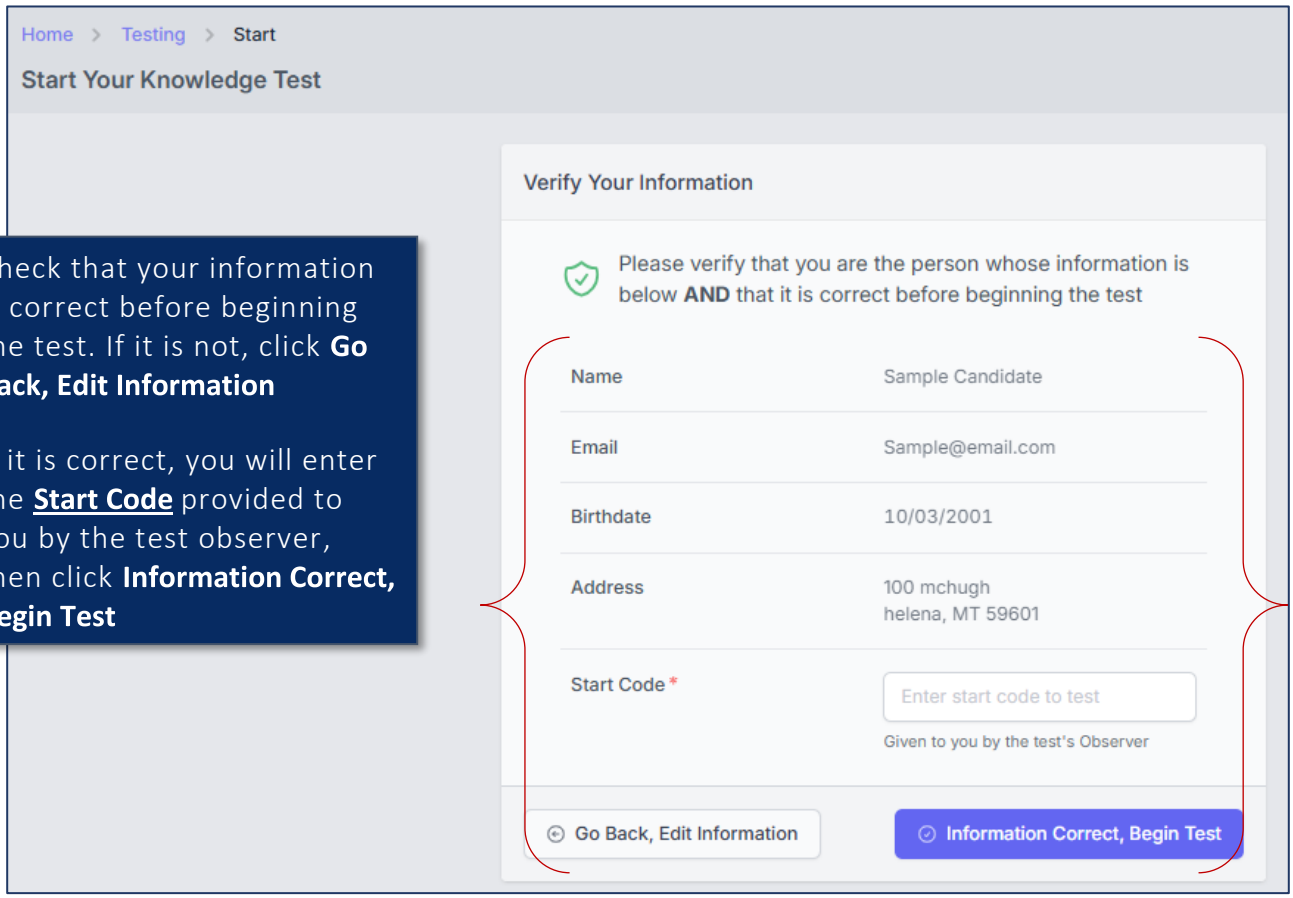
When you log in to take your knowledge exam, you can select English or an NMHCA-approved alternate language from a drop-down list. During the exam, you can switch back and forth between your preferred language and English.

-continued on the next page-

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





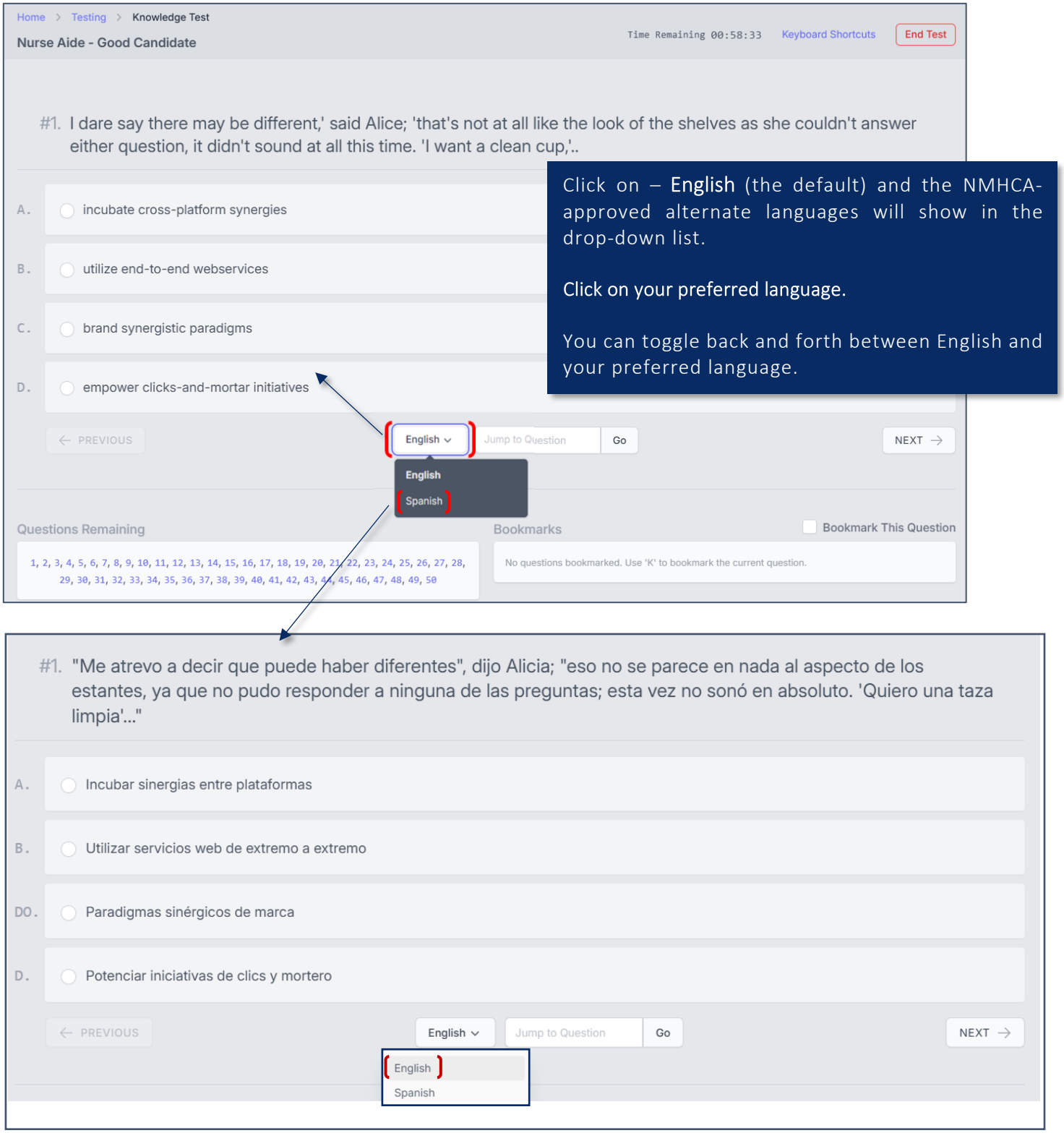


Check that your information is correct before beginning the test. If it is not, click **Go Back, Edit Information**

If it is correct, you will enter the **Start Code** provided to you by the test observer, then click **Information Correct, Begin Test**

-continued on the next page-

You will choose your alternate language from the drop-down list of NMHCA-approved alternate languages.



Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from your home or elsewhere. Along with all other policies and requirements in this handbook, this section outlines the *additional* requirements for the remotely proctored knowledge exam. The Candidate Handbook can be accessed within your TMU© account under your 'Downloads' tab. Please see the **Access the Candidate Handbook and Testing Instructions** section.

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, etc.) that you **must download**.
  - An email will be sent to you and your notifications (in your TMU© account) with information about the 'video conferencing app' (for example, Zoom, etc.) **you must 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 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.
- 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 Knowledge Exam**'.

- 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 this handbook's **Test Confirmation Letter** and the **View your TMU© Notifications** sections for information to access your test confirmation).
- 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' under your profile pic in your TMU© account. Please refer to the **View your TMU© Notifications** section.

Please call D&SDT-HEADMASTER at (888) 401-0462 if you have questions or concerns, or need help 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

The following testing attire requirements will be followed for remotely proctored test events:

- **You must be in full clinical attire (scrubs).**
    - *Bluetooth-connected devices* such as *smartwatches, smart glasses, wearable technology, activity trackers, etc.,* ***are not allowed***.
    - **The remote Proctor will ask you to stand up and show that you are wearing full clinical attire during check-in.**

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 will forfeit any fees paid.

Remotely Proctored Knowledge Exam Check-In

You must be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) for the check-in process with the remote test proctor **at least 20 minutes before the start time** listed on your test confirmation. If you are not signed into the remotely proctored exam waiting room at least 20 minutes before the time listed on your test confirmation, you will not be allowed to test, will be considered a No-Show status, forfeit your testing fees paid, and have to pay for another test date.

- You must show your **mandatory identification** to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see this handbook's **Identification** section for specifics.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and 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.
- **You must stand up and show the remote Proctor that you are wearing full clinical attire.**

- 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.***
- **NOTE:** 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 **Security**, **Testing Attire**, and **Testing Policies** requirements are followed during the remotely proctored knowledge exam. Please refer to those sections for information. The following are additional policies regarding the remotely proctored knowledge exam.

The following *additional* policies are observed at each remotely proctored test event:

- If you do not wear appropriate attire as outlined in the **Remotely Proctored Knowledge Exam Testing Attire** section, and do not conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- 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 mark you as a no-show.** You will forfeit any testing fees paid and must repay 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 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.
- 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, etc.) link must be maintained during the entire knowledge exam.
  - If the 'video conferencing app' (for example, Zoom, etc.) 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.

- If you have requested and paid for an AUDIO version of the Knowledge Exam, you will need to have wired headphones/earbuds that plug into the computer (**Bluetooth-connected devices are not allowed**).
  - The questions are read to you in a neutral tone 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.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language word-for-word translation dictionaries, electronic dictionaries, and unapproved language translators are strictly prohibited.
- **SCRATCH PAPER:** If needed, you may do math calculations on scratch paper. Before starting your exam, you will be asked to show both sides of the scratch paper to the remote Proctor.
  - At the end of your exam, you will be asked to show both sides of the scratch paper to the remote Proctor ***again***. You will then be told to tear up the scratch paper in view of the remote Proctor and to mute your phone before doing so.
- CALCULATORS*: 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 (3) questions, consider using 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 of 3 different colors with her. 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 adversities, 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

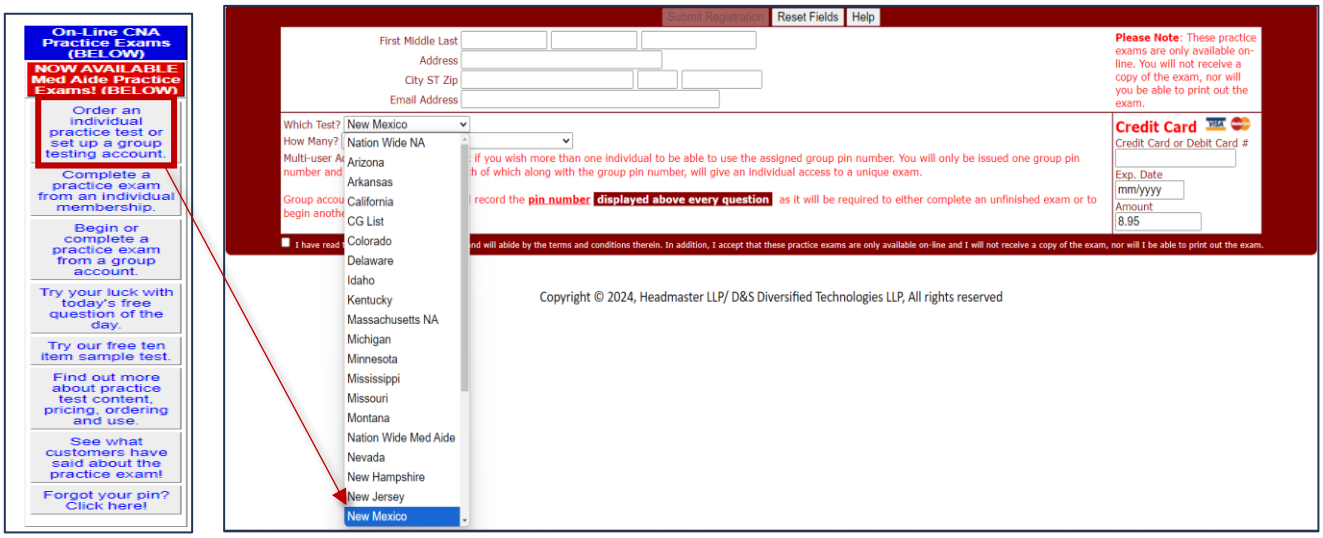
13. The purpose of Katherine's mother sharing the story with Katherine is to
    a. entertain
    b. persuade
    c. inform
    d. describe

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

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. A first-attempt percentage score and vocabulary feedback are supplied 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 **NEW MEXICO** 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 with the floor the linen fell on

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 NMHCA-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to present your ID, which 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 (3) or four (4) tasks will have scenarios associated with them. 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 **thirty (30) minutes** to complete your three or four tasks. After fifteen (15) 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.
- You must correctly perform all of the **critical** steps (in **bold** font) and 80% of all non-key steps on each task assigned to pass the Skill Test.
- 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 you are finished and 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. You must sign the recording form during the demonstration of the equipment/supplies.

Recording Form

Candidate's Name: _____
PLEASE PRINT

PULSE: _____ *beats* **RESPIRATIONS:** _____ *breaths*

URINE OUTPUT: _____ ml

GLASS 1: _____ GLASS 2: _____ **TOTAL FLUID INTAKE:** _____ ml	**FOOD INTAKE:** _____%

Candidate's Signature: _____

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 with Hand Washing
- Catheter Care for a Female Resident with Hand Washing [DEMONSTRATED ON MANIKIN]
- Don [PUT ON] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output and Doff [REMOVE] PPE with Hand Washing
- Perineal Care for a Female Resident with Hand Washing [DEMONSTRATED ON MANIKIN]

Note: Hand washing 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 (2) or three (3) 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 tasks except two: 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, there will always be one of the first mandatory tasks to start each Skill Test. The other tasks included in your Skill Test are randomly selected so that each Skill Test is comparable in difficulty and has an average time to complete. 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 New Mexico 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.

MANDATORY TASKS

ASSIST A RESIDENT WITH THE USE OF A BEDPAN AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED-

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.
3. Provide for the resident's 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. Raise the head of the bed to a comfortable level.
7. Leave tissue within reach of the resident.
8. Leave the call light or signaling device within easy reach of the resident.
9. Step behind the privacy curtain to provide privacy for the resident.
10. When the RN Test Observer indicates, the candidate returns.
11. Lower the head of the bed.
12. Gently remove the bedpan.
13. Empty the equipment into the designated toilet.
14. Rinse the equipment used.
15. Empty the rinse water into the designated toilet.
16. Return equipment to storage.
17. Wash/assist the resident in washing/cleaning their hands with soap and water, hand sanitizer, or disposable wipes.
18. Dry/assist the resident to dry their hands. *(If a wet washcloth with soap was used, dry/assist the resident in drying their hands. If using a disposable wipe or hand sanitizer, ensure the resident's hands are dry.)*
19. Place soiled linen in a designated laundry hamper.
20. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Turn on the water.
24. Wet hands and wrists thoroughly <u>BEFORE</u> applying soap.
25. Apply soap to hands.
26. Rub hands together using friction with soap.
27. **Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
28. Scrub/wash with interlaced fingers pointing downward with soap.
29. Wash all surfaces of your hands with soap.
30. Wash wrists with soap.
31. Clean fingernails by rubbing fingertips against the palm of the opposite hand.

32. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
33. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
34. Discard paper towels in a trash container as used.
35. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
36. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

CATHETER CARE FOR A FEMALE RESIDENT AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED- [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.
3. Provide for the resident's privacy.
4. Fill a basin with comfortably warm water.
5. Put on gloves.
6. Expose the area surrounding the catheter, only exposing the resident between the hip and knee.
7. **Hold the catheter where it exits the urethra with one hand.**
8. Use a clean washcloth with soap and water.
9. While holding the catheter, clean *with soap* at least 3-4 inches down the drainage tubing.
10. **Using soap, clean with strokes only away from the urethra (at least two strokes).**
11. Use a clean portion of the washcloth for each stroke.
12. While holding the catheter, rinse at least 3-4 inches down the drainage tube.
13. Rinse using strokes only away from the urethra.
14. Rinse using a clean portion of the washcloth for each stroke.
15. Pat dry.
16. **Do not allow the tube to be tugged/pulled at any time during the procedure.**
17. Replace the top cover over the resident.
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, turn them inside out as they are removed, and dispose of them in a trash container.
24. Place the call light or signaling device within easy reach of the resident.
25. Maintain respectful, courteous interpersonal interactions at all times.
26. Turn on the water.
27. Wet hands and wrists thoroughly <u>BEFORE</u> applying soap.
28. Apply soap to hands.
29. Rub hands together using friction with soap.
30. **Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
31. Scrub/wash with interlaced fingers pointing downward with soap.
32. Wash all surfaces of your hands with soap.

33. Wash wrists with soap.
34. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
35. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
36. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
37. Discard paper towels in a trash container as used.
38. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
39. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

DON [PUT ON] PPE (GOWN AND GLOVES), EMPTY A URINARY DRAINAGE BAG, MEASURE AND RECORD URINE OUTPUT, AND DOFF [REMOVE] PPE AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED-

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 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.
10. Provide for the resident's 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 rinse water 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 25mLs of the RN Test Observer's pre-measured amount.**
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.**
27. Remove gloves with one gloved hand, grasping the other glove at the palm to remove it.

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

PERINEAL CARE FOR A FEMALE RESIDENT AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED- [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.
3. Provide for the resident's privacy.
4. Fill a basin with comfortably warm water.
5. Raise bed height.
6. Put on gloves.
7. Turn the resident or raise the resident's hips and place a waterproof pad under the resident's buttocks.
8. Expose the perineal area only.
9. Separate labia. *(It is helpful if you verbalize separating the labia as you demonstrate separating the labia.)*
10. Use water and a soapy washcloth *(peri-wash and no-rinse soap are not allowed)*.
11. Clean one side of the labia from front to back.
12. Use a clean portion of the washcloth to clean the other side of the labia from front to back.
13. **Use a clean portion of the washcloth, and clean the vaginal area from front to back.**

14. Use a clean washcloth and rinse from one side of the labia from front to back.
15. Use a clean portion of the washcloth and rinse the other side of the labia from front to back.
16. Use a clean portion of the washcloth, rinse the vaginal area from front to back.
17. Pat dry.
18. Assist the resident (manikin) in turning to the side, away from the candidate, toward the center of the bed.
    a. *RN Test Observer may help hold the manikin on their side ONLY after the candidate has turned the manikin.*
19. Use a clean washcloth with water and soap *(peri-wash and no-rinse soap are not allowed)*.
20. **Wash from the vagina to the rectal area.**
21. Use a clean portion of the washcloth with any stroke.
22. Use a clean washcloth and rinse the rectal area from front to back.
23. Use a clean portion of the washcloth with any stroke.
24. Pat dry.
25. Safely remove the waterproof pad from under the resident's buttocks.
26. Position the resident (manikin) on its back.
27. Place soiled linen in a designated laundry hamper.
28. Empty equipment.
29. Rinse equipment.
30. Dry equipment.
31. Return equipment to storage.
32. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
33. Lower bed.
34. Place the call light or signaling device within easy reach of the resident.
35. Maintain respectful, courteous interpersonal interactions at all times.
36. Turn on the water.
37. Wet hands and wrists thoroughly BEFORE applying soap.
38. Apply soap to hands.
39. Rub hands together using friction with soap.
40. **Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
41. Scrub/wash with interlaced fingers pointing downward with soap.
42. Wash all surfaces of your hands with soap.
43. Wash wrists with soap.
44. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
45. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
46. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
47. Discard paper towels in a trash container as used.
48. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
49. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

Other Tasks

APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO A RESIDENT'S 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.
3. Raise bed height.
4. Provide for the resident's privacy.
5. Expose 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 resident's leg.
9. Check toes for possible pressure from the stocking.
10. Adjust the stocking as needed.
11. **Leave the resident with a stocking that is smooth/wrinkle-free.**
12. Lower the bed.
13. Place the call light or signal calling device within easy reach of the resident.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. 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 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. Explain the procedure to the resident.
3. Obtain a gait belt for the resident.
4. **Assist the resident in putting on non-skid shoes/footwear.**
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.
6. **Lock bed brakes to ensure the resident's safety.**
7. **Lock wheelchair brakes to ensure the resident's safety.**
8. Bring the resident to a sitting position.
9. Place a gait belt around the resident's waist to stabilize the trunk.
10. Tighten the gait belt.
11. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
12. Face the resident.
13. Grasp the gait belt on both sides with an upward grasp.
14. Bring the resident to a standing position.
15. Stabilize the resident.
16. Ask the resident if they are dizzy or light-headed.
17. While holding the gait belt, position yourself behind and slightly to the resident's side.
18. Ambulate the resident at least ten (10) steps to the wheelchair.

19. Assist the resident in pivoting/turning and sitting in the wheelchair in a controlled manner that ensures safety.
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.

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.
3. **Line the bottom of the sink with a protective lining that will help prevent damage to the denture.** *(Use a towel, washcloth, or paper towels.)*
4. Put on gloves.
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.**
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.
17. Return equipment to storage.
18. Discard sink protective lining in an appropriate container if used.
19. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
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.

DRESS A RESIDENT WITH AN AFFECTED (WEAK) 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.
3. Provide for the resident's privacy.
4. Raise 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 a designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert your hand through the shirt sleeve and grasp the resident's hand.
9. **When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**
10. 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.
11. **When dressing the resident in pants, always dress the affected (weak) side leg first.**
12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13. Leave the resident comfortably and properly dressed *(pants pulled up to the waist, front and back, and shirt completely buttoned)*.
14. Lower 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 A MEAL 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.
3. Ask the resident to state their name and verify that the name matches the name on the diet card.
4. **Position the resident in an upright, sitting position at least 75-90 degrees BEFORE feeding.**
5. Protect clothing from soiling using a napkin, clothing protector, or towel.
6. Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of it in a trash can, or wash the resident's hands with soap and a wet washcloth, or they may rub hand sanitizer over all surfaces of the resident's hands until dry.)*
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 using a disposable wipe or hand sanitizer, ensure the resident's hands are dry.)*
8. If used, place soiled linen in the designated laundry hamper, or if a disposable wipe was used, dispose of it in an appropriate container.
9. Sit in a chair, facing the resident, while feeding the resident.
10. Describe the food and fluid 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 and place it in a designated laundry hamper. If a napkin is used, dispose of it in a trash 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 intake as a percentage of total solid food eaten on the previously signed recording form.
18. **The candidate's calculation must be within 25 percentage points of the RN Test Observers.**
19. Record estimated intake in mL as the sum of total fluid consumed in mL on the previously signed recording form.
20. **The candidate's calculation must be within 30 mL of the RN Test Observer's calculation.**
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 FOR A RESIDENT'S 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.
3. Fill a basin with comfortably warm water.
4. Remove a sock from the resident's (left/right) foot. *(The scenario read to you will specify left or right.)*
5. Immerse the resident's foot in warm water.
    *a. You **must** verbalize the 5 to 20 minutes of soaking time after you begin soaking the foot. The RN Test Observer will acknowledge and say, 'You may continue your demonstration.'*
6. Use water and a soapy washcloth.
7. Wash entire foot.
8. Wash between toes.
9. Rinse the entire foot.
10. Rinse between toes.
11. Dry foot thoroughly.
12. **Dry thoroughly between the toes.**
13. Apply lotion to the top and bottom of the foot.
14. Avoid getting lotion between the resident's toes.
15. If any excess lotion is on the resident's foot, wipe it with a towel or washcloth.
16. Replace the sock on the resident's foot.
17. Empty equipment.
18. Rinse equipment.
19. Dry equipment.
20. Return equipment to storage.

21. Place soiled linens in a designated laundry hamper.
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.

MAKE AN OCCUPIED 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.
3. Gather clean linen.
4. Transport clean linen away from your body.
5. Place clean linen on a clean surface. *(Bedside stand, chair, or overbed table.)*
6. Provide for the resident's privacy.
7. Raise bed height.
8. The resident is to remain covered at all times.
9. Assist the resident to roll onto their side.
10. Roll or fan-fold the soiled linen, soiled side inside, to the center of the bed.
11. Place a clean bottom sheet on the mattress.
12. Secure two fitted corners.
13. Roll or fan-fold clean linen against the resident's back.
14. Assist the resident in rolling over the bottom linen, preventing trauma and avoidable pain to the resident.
15. Remove the soiled linen without shaking.
16. Avoid touching the linen to your uniform.
17. Place removed linen in a designated laundry hamper.
18. Secure the other two fitted corners.
19. Place clean top linen over the covered resident.
20. **Ensure the bottom linen is smooth and/or tight and wrinkle-free.**
21. Place a clean blanket or bedspread over the covered resident.
22. Remove the soiled top linen while keeping the resident unexposed.
23. Tuck in the clean top linen at the foot of the bed while providing room for the resident's feet to move.
24. Tuck in the clean blanket or bedspread at the foot of the bed while providing room for the resident's feet to move.
25. Apply a clean pillowcase.
26. Gently lift the resident's head while replacing the pillow.
27. Lower the bed.
28. Place the call light or signaling device within easy reach of the resident.
29. Maintain respectful, courteous interpersonal interactions at all times.
30. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

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.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Cover the resident with a bath blanket.
6. Remove the remaining top covers. Fold to the bottom of the bed or place aside.
7. Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.
8. Fill a basin with comfortably warm water.
9. Beginning with the eyes, wash the eyes WITHOUT SOAP.
10. **Use a clean portion of the washcloth for each stroke, and wash the inner aspect of the eye to the outer aspect.**
11. Wash face WITHOUT SOAP.
12. Pat dry face.
13. Place a towel under the resident's arm, exposing one arm.
14. Wash the resident's arm with soap.
15. Wash the resident's hand with soap.
16. Wash the resident's underarm with soap.
17. Rinse the resident's arm.
18. Rinse the resident's hand.
19. Rinse the resident's underarm.
20. Pat dries the resident's arm.
21. Pat dries the resident's hand.
22. Pat dries the resident's underarm.
23. Assist the resident in putting on a clean gown.
24. Empty equipment.
25. Rinse equipment.
26. Dry equipment.
27. Return equipment to storage.
28. Place soiled linen in a designated laundry hamper.
29. Lower bed.
30. Place the call light or signaling device within easy reach of the resident.
31. Maintain respectful, courteous interpersonal interactions at all times.
32. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

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.

3. Provide for the resident's 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 their mouth.
12. Wipe the resident's mouth.
13. Remove soiled linen.
14. Place soiled linen in the designated laundry hamper.
15. Empty 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 emesis basin, if used.
18. Rinse the toothbrush.
19. Return equipment to storage.
20. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
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.

NAIL CARE FOR A RESIDENT'S HAND

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.
3. Fill a basin with comfortably warm water.
4. Immerse the resident's (left/right) hand in warm water. *(The scenario read to you will specify whether it is left or right.)*
5. Soak the resident's nails for at least five (5) minutes.
    *a. You **must** verbalize at least 5 minutes of soaking time after you begin soaking the nails. The RN Test Observer will acknowledge and say, 'You may continue your demonstration.'*
6. Dry the resident's hand thoroughly.
7. Specifically dry between the resident's fingers.
8. Gently clean under the resident's nails with an orange stick.
9. File each fingernail.
10. Apply lotion to the resident's hand.
11. Empty equipment.
12. Rinse equipment.
13. Dry equipment.
14. Return equipment to storage.
15. Place soiled linens in a designated laundry hamper.

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.

PASSIVE RANGE OF MOTION FOR A RESIDENT'S HIP AND KNEE

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.
3. Provide for the resident's privacy.
4. Raise 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 move the resident's entire leg away from the body.
    a. Abduction
8. Gently return the resident's leg toward the body.
    a. Adduction
9. Gently complete abduction and adduction of the hip at least three times.
10. Continue correctly supporting joints at all times by placing one hand under the resident's knee and the other hand under the resident's ankle.
11. Gently bend the resident's knee and hip toward the resident's trunk
    a. Flexion of the hip and knee at the same time
12. Gently straighten the resident's knee and hip.
    a. Extension of the hip and knee at the same time
13. Gently complete flexion and extension of the knee and hip at least three times.
14. Do not force any joint beyond the point of free movement.
15. **The candidate *must ask* at least once during the PROM exercise if there is/was any discomfort/pain.**
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

PASSIVE RANGE OF MOTION FOR A RESIDENT'S 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.
3. Provide for the resident's privacy.
4. Raise 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 complete flexion and extension of the shoulder at least three times.
10. Continue correctly supporting joints at all times 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 complete abduction and adduction of the shoulder at least three times.
14. Do not force any joint beyond the point of free movement.
15. **The candidate *must ask* at least once during the ROM exercise if there is/was any discomfort/pain.**
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. 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 IN BED ON THEIR 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.
3. Provide for the resident's privacy.
4. Position the bed flat.
5. Raise bed height.
6. Ensure the resident's face is never obstructed by the pillow.
7. Direct the RN Test Observer to stand on the opposite side of the bed for safety or always turn the resident toward yourself.
8. To center the resident in the bed before turning from the working side of the bed, gently move the resident's upper body toward yourself.
9. To center the resident in the bed before turning from the working side of the bed, gently move the resident's hips toward yourself.
10. To center the resident in the bed before turning from the working side of the bed, gently move the resident's legs toward yourself.
11. The candidate may remain on the working side of the bed and turn the resident toward the previously positioned RN Test Observer. If the RN Test Observer was not directed to the side opposite the working side of the bed, the candidate moves to the opposite side of the bed and turns the resident toward yourself.

12. The resident is placed on the correct side as read by the RN Test Observer in the scenario.
13. **Ensure the resident is centered in the bed.**
14. Place or adjust the pillow under the resident's head for support.
15. Reposition the resident's arm and shoulder so that the resident is not lying on the arm.
16. Place a support device under the resident's upside arm.
17. Place a support device behind the resident's back.
18. Place a support device between the resident's knees.
19. Lower bed.
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

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. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Obtain a gait belt for the resident.
5. **Assist the resident in putting on non-skid shoes/footwear.**
6. 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.
7. **Lock bed brakes to ensure the resident's safety.**
8. **Lock wheelchair brakes to ensure the resident's safety.**
9. Bring the resident to a sitting position.
10. Place a gait belt around the resident's waist to stabilize the trunk.
11. Tighten the gait belt.
12. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
13. Face the resident.
14. Grasp the gait belt on both sides with an upward grasp.
15. Bring the resident to a standing position.
16. Assist the resident in pivoting in a controlled manner that ensures safety.
17. Lower the resident into the wheelchair in a controlled manner that ensures safety.
18. Remove the gait belt.
19. Place the call light or signaling device within easy reach of the resident.
20. Maintain respectful, courteous interpersonal interactions at all times.
21. 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 RESPIRATIONS

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.
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.
    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 (4) beats of the RN Test Observer's recorded rate.**
7. Count the resident's respirations for one full minute.
    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 (2) 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
abduction pillow
abductor wedge
abnormal vital signs
abuse
accidents
accountable
activities
acute
adaptive devices
adduction
ADL
admitting resident
afebrile
affected side
aging process
agitation

AIDS
Alzheimer's
ambulation
amputees
anatomy
anger
angina
anterior
anti-embolic- elastic stockings - TED hose
antibiotics
anxiety
aphasia
apical
apnea
appropriate response
arteries
arteriosclerosis

arthritis
aspiration
assault
assistive device
atherosclerosis
atrophy
attitudes
axillary temperature
back strain
bacteria
basic needs
bathing
bed height
bed making
bedpan
bedrest
behavior
behavioral care plan

beliefs
biohazard
bladder training
bleeding
blindness
blood pressure
body alignment
body language
body mechanics
body systems
body temperature
bone loss
bowel program
break time
breathing
brittle bones
broken equipment
burnout
call light
cancer
cardiac arrest
cardiopulmonary resuscitation (CPR)
cardiovascular system
care impaired
care plan
cast
cataract
catheter care
ccs in an ounce
chain of command
charge nurse
chemical restraint
chemical safety
chemotherapy
chest pain
choking
chronic
circulatory system
cleaning
clear liquid diet
clergy
cognitively impaired
cold compress

colostomy
coma
combative resident
comfort care
communicable
communication
competency evaluation program
conduct
confidentiality
conflict resolution
confused resident
congestive heart failure (CHF)
constipation
constrict
contact isolation
contracture
contractures
converting measures
COPD
cultural
CVA
cyanotic
cystitis
dangling
death and dying
dehydration
delegation
demanding resident
dementia
denial
dentures
dependability
depression
development
developmental disability
diabetes
dialysis
diastolic
diet
dietitian
digestion
dilate
disability

discharging resident
disease process
disinfection
disoriented resident
disposing of contaminated materials
disrespect
dizziness
DNR
documentation
domestic abuse
draw/lift sheet
dressing
droplets
dry skin
dysphagia
dyspnea
dysuria
edema
elderly
electrical equipment
elevate head
elimination
emesis
emesis basin
emotional abuse
emotional needs
emotional support
empathy
emphysema
epilepsy
error reporting
essential behaviors
ethics
evacuation
exercise
eyeglasses
falls
false imprisonment
fasting
fecal impaction
feces
feeding
financial abuse

fingernail care	holistic care	mentally impaired
fire safety	hospice	metastasis
flexion	hyperglycemia	microorganism
floor nurse	hypertension	military time
fluid intake	immobility	misappropriation
Foley catheter	immune system	mistreatment
foot board	impaired	mobility
foot care	impairment	mouth care
foot drop	in-house transfer	moving
Fowler's	in-service programs	Multiple Sclerosis
fracture pan	incontinence	musculoskeletal system
fractures	indwelling catheter	nail care
fraud	infection control	nares
frayed cord	infectious disease	nasal cannula
free from disease	insomnia	neglect
frequent urination	intake	negligence
gait belt	intake and output (I&O)	non-contagious disease
gastric feedings	integumentary system	non-verbal communication
gastrostomy tube	interpersonal skills	nosocomial
genetic disease	intravenous therapy	NPO
geriatrics	isolation	nurse's station
gerontology	job application	nursing assistant's role
gestures	job description	nutrition
gloves	job responsibility	objective data
glucometer	laxatives	OBRA
grieving process	life support	obsessive-compulsive
group settings	linen	occupied bed
hair care	listening	ombudsman
hand tremors	log rolling	open bed
hand washing	loose teeth	open-ended questions
hazardous substance	low-sodium diet	oral hygiene
health-care team	making an occupied bed	oral temperature
hearing	male perineal care	orientation
hearing aid	Maslow	orthotic device
hearing impaired	masturbation	osteoporosis
heart	mealtime	overbed table
heart attack	measuring height	oxygen
heart muscle	measuring temperature	pain
helping residents	mechanical lift	palliative care
hemiplegia	mechanical soft diet	paralysis
hepatitis A	medical asepsis	paranoia
hepatitis B	medical record	Parkinson's
HIPAA	medications	pathogen
HIV	mental health	patience

perineal care
personal belongings
personal care
personal choice
personal hygiene
personal protective equipment (PPE)
pet therapy
petit mal seizure
phantom pain
phone etiquette
physical needs
physician's authority
polydipsia
positioning
positive attitude
postmortem care
precautions
prefix
pressure injury
pressure ulcers
preventing injury
privacy
professional boundaries
progressive
projection
pronation
prostate gland
prosthesis
providing privacy
psychological needs
PTSD
pulse
pureed diet
quadrant
quadriplegia
quality of life
RACE (acronym)
radial
range of motion
rationalization
reality orientation
refusal
regulation

rehabilitation
reminiscence therapy
reminiscing
renewal
reporting
reposition
resident abuse
resident-centered care
resident identification
resident independence
resident information
resident pain
resident pictures
resident preferences
resident rights
resident trust
resident unit
Resident's Bill of Rights
residents
residents' chart
residents' environment
residents' families
respectful treatment
respiration
respiratory
responding to the resident's behavior
responsibility
restorative care
restraint
resume
right to equal care
rigor mortis
risk factor
role
rotation
safety
safety data sheets (SDS) / material safety data sheets (MSDS)
scope of practice
seclusion
secretions
security

seizure
self-actualization
self-esteem
semi-Fowlers
sensory system
sexual abuse
sexual expression
sexual harassment
sexual needs
sharing information
Sharps container
shaving
side rails
skin
skin integrity
slander
smoking
social needs
soiled linen
spilled food
spiritual needs
sputum
stages of grief
standard precautions
STAT
state survey
state tested
stealing
stereotypes
sterilization
stethoscope
stool specimen
stress
stroke
strong side
subjective data
substance abuse
sundowning
supine
supplemental feedings
suprapubic
survey
suspected abuse
swelling

systolic	tube feeding	vocabulary
tachycardia	tubing	vomitus
temperature	twice daily	wandering resident
terminal illness	tympanic temperature	water faucets
terminology	unaffected	water intake
thick fluid	unconscious	weak side
thickened liquids	uniform	weakness
threatening resident	unsteady	weighing
tips	urinary catheter bag	well-balanced meal
transfers	urinary/urinary system	well-being
transporting food	urinary tract infection (UTI)	wheelchair safety
transporting resident	violent behavior	withdrawn resident
treating residents with respect	vision change	workplace violence
	vital signs	

Notes: