D&S Diversified Technologies LLP

Headmaster LLP

NEVADA NURSING ASSISTANT

CANDIDATE HANDBOOK

July 2026

VERSION 1.0

D&S Diversified Technologies (D&SDT) – Headmaster

Email: **nevada@hdmaster.com**

Nevada TMU©: **nv.tmutest.com**

Website: **www.hdmaster.com**

(800) 393-8664 | (888) 401-0462

HEADMASTER

TMU©

Contact Information

Questions on:	Contact:	Hours and Phone #:
• Testing process • Test scheduling • Eligibility to test	**D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP** PO Box 6609 Helena, MT 59604 Email: nevada@hdmaster.com Website: www.hdmaster.com Nevada TMU© Webpage: **nv.tmutest.com**	Monday through Friday 6:00AM – 5:00PM Mountain Time 5:00AM – 4:00PM Pacific Time **Phone #: (800) 393-8664** Fax #: (406) 442-3357
Questions on: • Nursing Assistant certification • Renewals • Nevada Nursing Assistant Registry	**Contact:** **Nevada State Board of Nursing (NSBN)** Email: nursingboard@nsbn.state.nv.us Nevada Nursing Assistant Website: https://nevadanursingboard.org/	**Hours and Phone #:** Monday through Friday 8:00AM –5:00PM Pacific Time Phone #: (888) 590-6726

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INTRODUCTION

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

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

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 Nevada Nursing Assistant Registry.

The Nevada State Board of Nursing (NSBN) has approved D&S Diversified Technologies, LLP (D&SDT)-HEADMASTER, LLP to provide tests and scoring services for nursing assistant testing. For questions not answered in this handbook, please get in touch with D&SDT-HEADMASTER at (800) 393-8664 or go to D&SDT-HEADMASTER's Nevada Nursing Assistant web page at www.hdmaster.com and click on 'Nevada CNA'. The information in this handbook will help you prepare for your examination.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The Nevada State Board of Nursing (NSBN) and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nursing assistant 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 Nevada 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 (800) 393-8664.

WAIVER APPLICATIONS - NSBN APPROVAL TO TEST

If you are eligible to take the Nevada Nursing Assistant Certification Exam based on your education or nursing school/out-of-state/military/foreign training, and have not completed an approved NSBN training program, you must first apply with NSBN for approval to test.

Please find the applications on the Nevada TMU© main page at nv.tmutest.com and click 'APPLICATIONS' to find the appropriate application for your circumstance. NSBN will review your application and determine your eligibility to test upon receipt.

- E2 - Nursing Student Waiver
- E3 - Out of State Training Waiver
- E4 - Reactivation by Examination Waiver
- E5 - Applicants who completed a state-approved training program that closed down

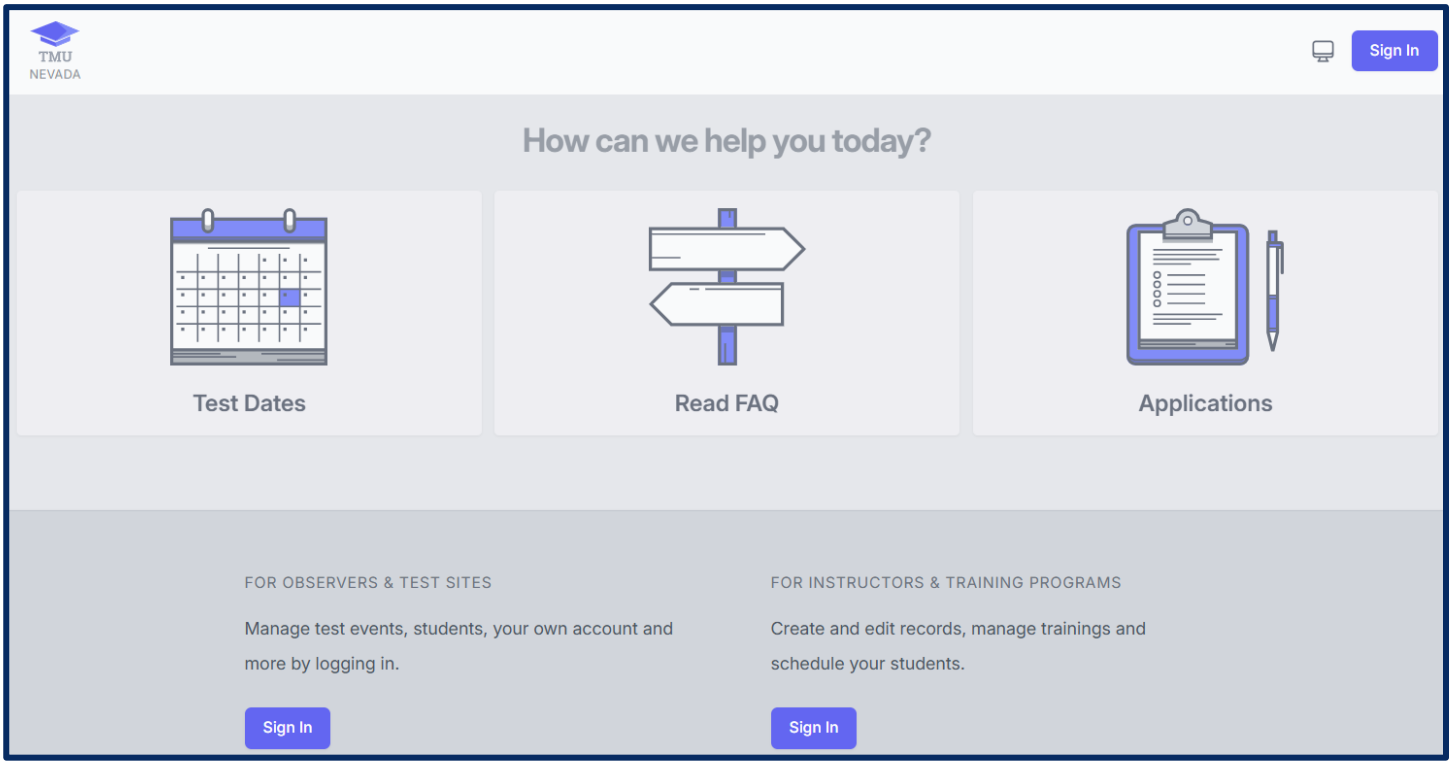
FREQUENTLY ASKED QUESTIONS

Link to the frequently asked questions: **https://nv.tmutest.com/faq**

NEVADA TESTMASTER UNIVERSE© (TMU©)

Nevada TMU© Home Page

This is the Nevada TMU© main page, **nv.tmutest.com**



→ *Click on 'Test Dates' to see the calendar of available test events and their location*

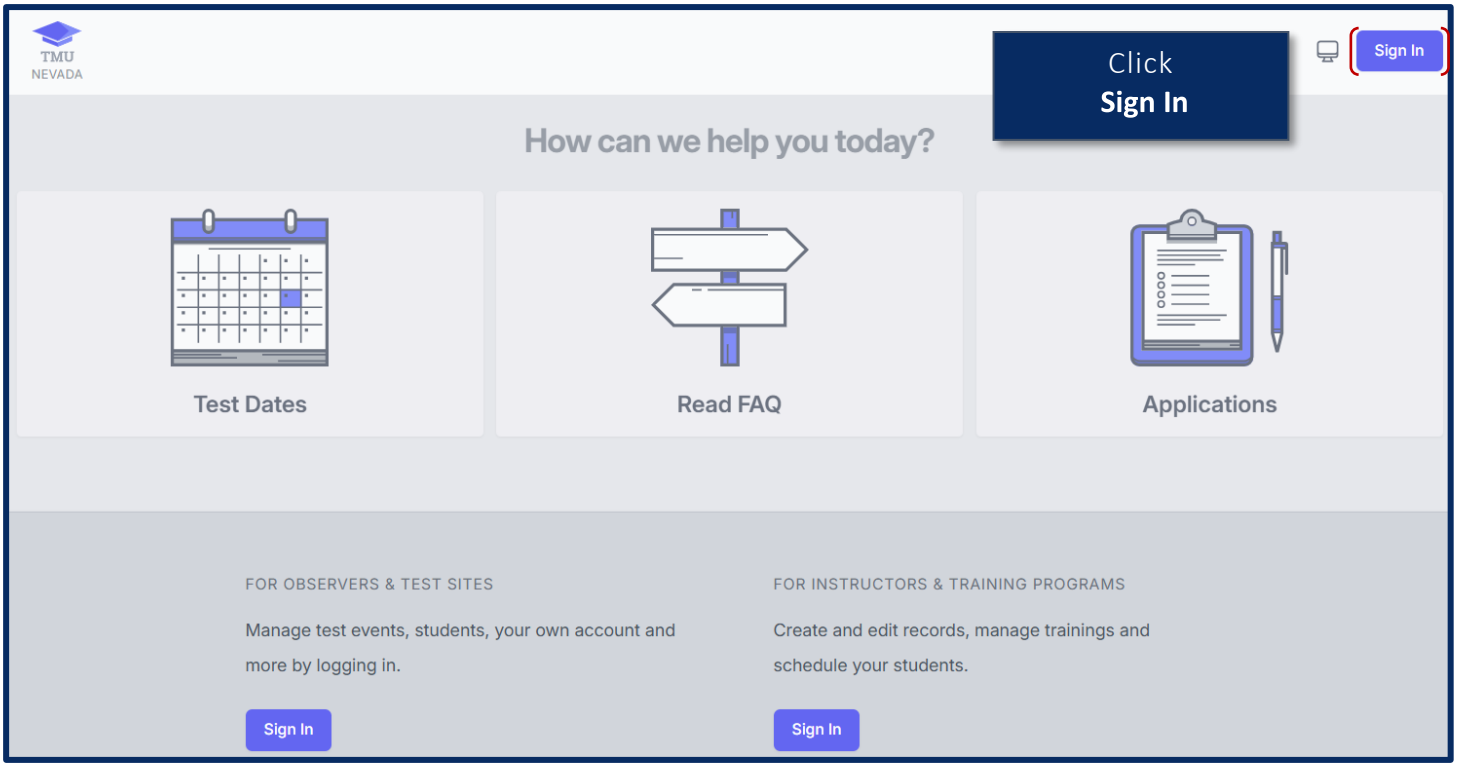
→ *Click on 'Read FAQ' for frequently asked questions*

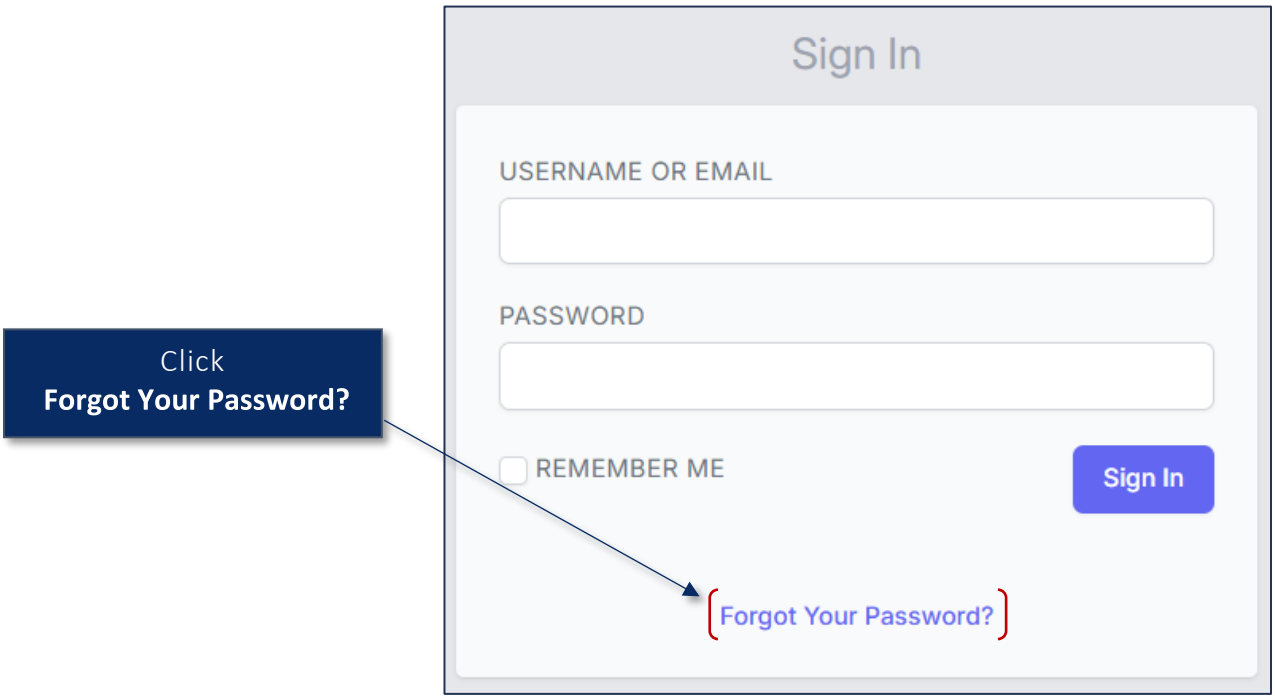
→ *Click on 'Applications' for frequently used applications*

Forgot your Password and Recover your Account

If you do not remember your password or this is your first time accessing the Nevada TMU©, follow the instructions with screenshots in this section.

Go to **nv.tmutest.com**.

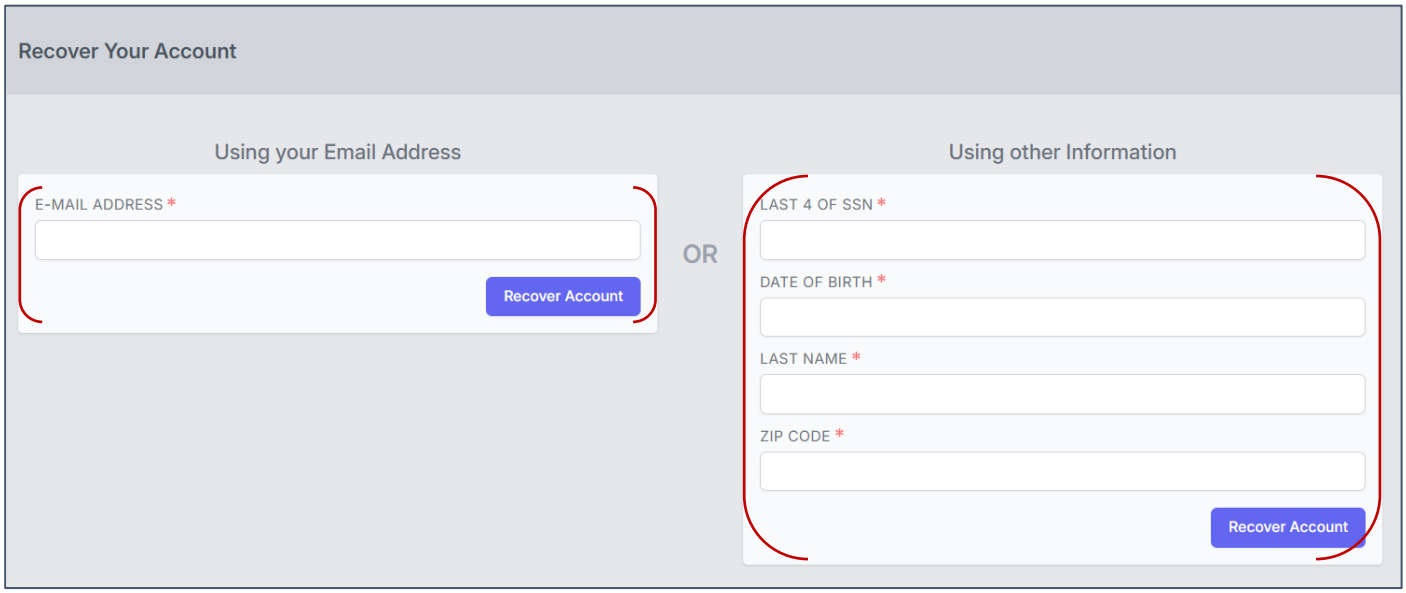




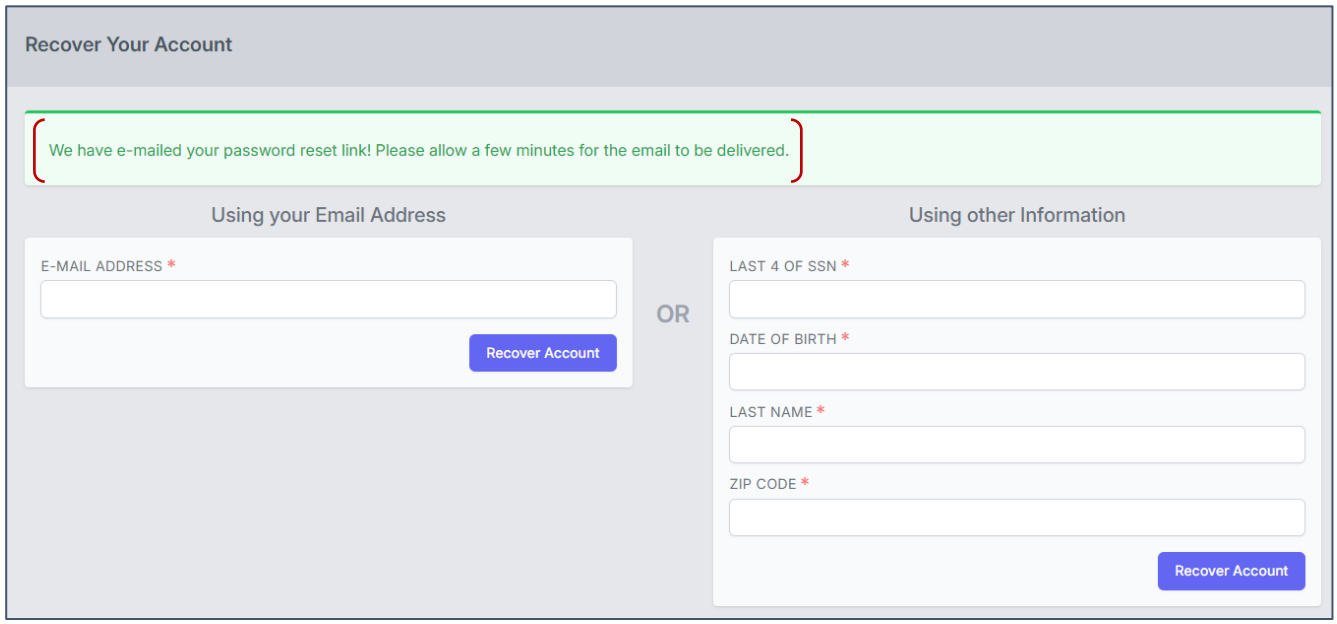
Type in your Email Address
Click **Recover Account**

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

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

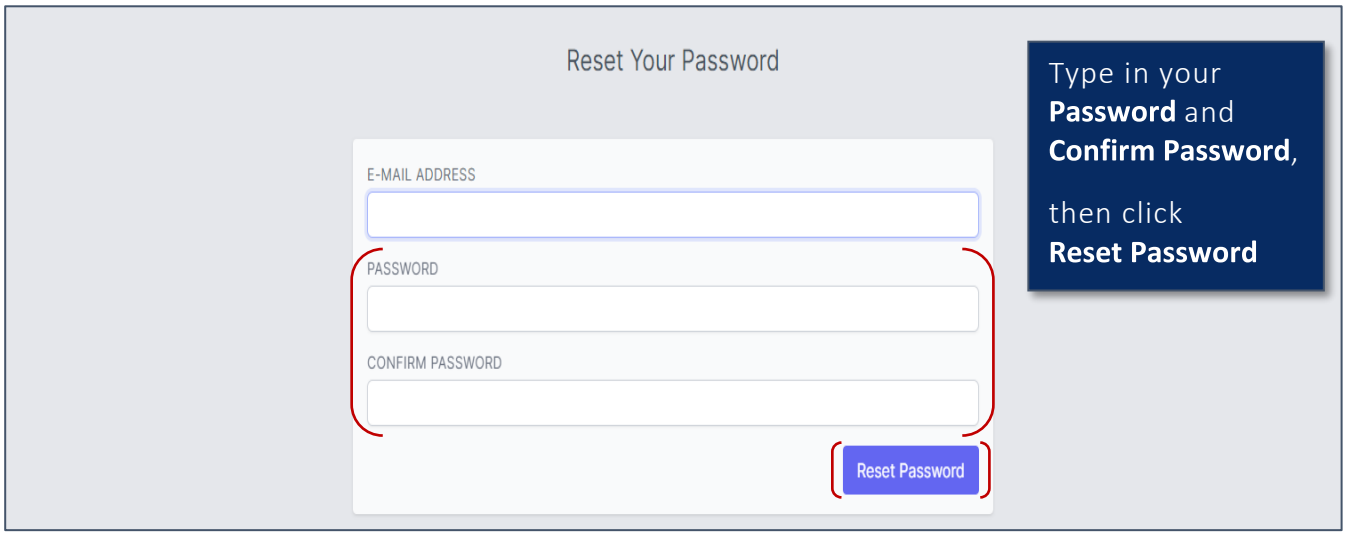


You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.

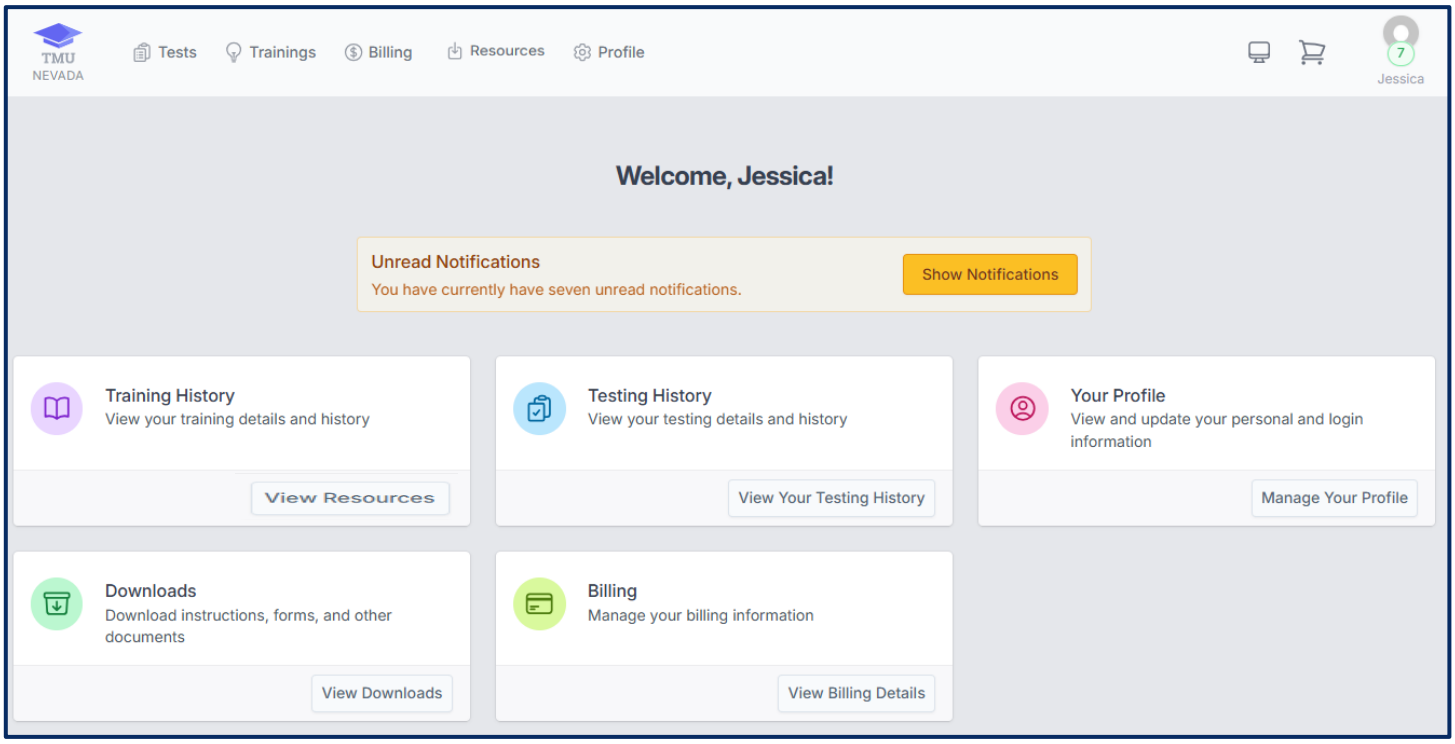


This is what the email will look like (check your junk/spam folder for the email):

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.



You will see one of two screens, depending on whether or not this is your first time logging in or if you have reset your password. This is the candidate home screen you will see once you have reset your password.



Complete your TMU© Account

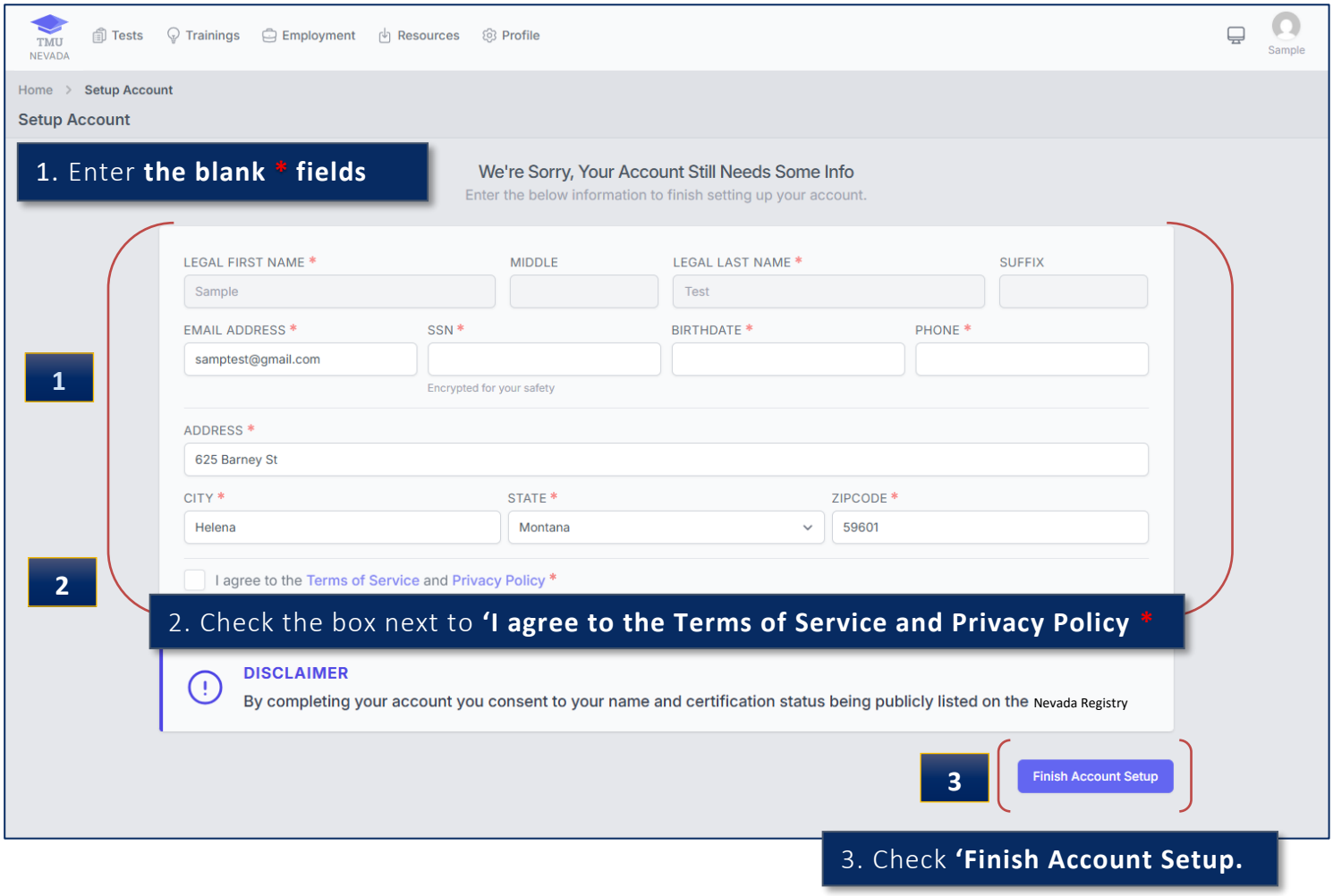
Your training program will enter your initial registration information in D&SDT-HEADMASTER's Nevada TestMaster Universe (TMU©) software.

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 marked as a no-show 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**

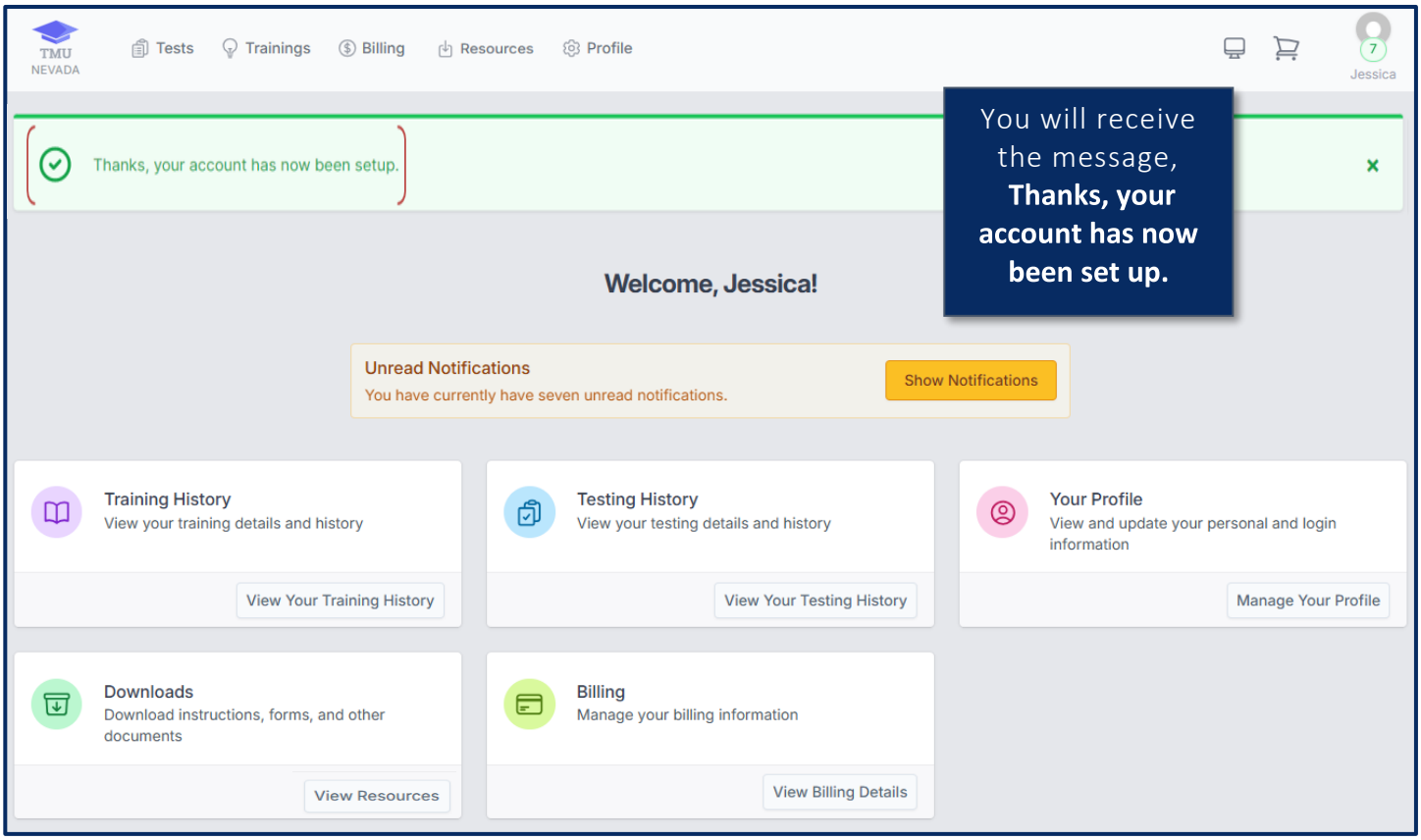
If you do not know your Username and Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under **Forgot your Password and Recover your Account**). If you cannot sign in,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

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****:*



-CONTINUED ON THE NEXT PAGE-

This is the candidate's home page:



THE NEVADA NURSE AIDE COMPETENCY EXAM

Payment Information

Exam Description	Price
Knowledge Exam *-or- Knowledge Retake*	**$75.00**
Optional: Audio Version of the Knowledge Exam *-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.)*	**$75.00**
Skills Test *-or- Skills Retake*	**$90.00**

Schedule a Nevada Nursing Assistant 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 Nevada TMU© webpage at nv.tmutest.com using your email and password (see instructions under **Schedule or Reschedule a Test Event**).

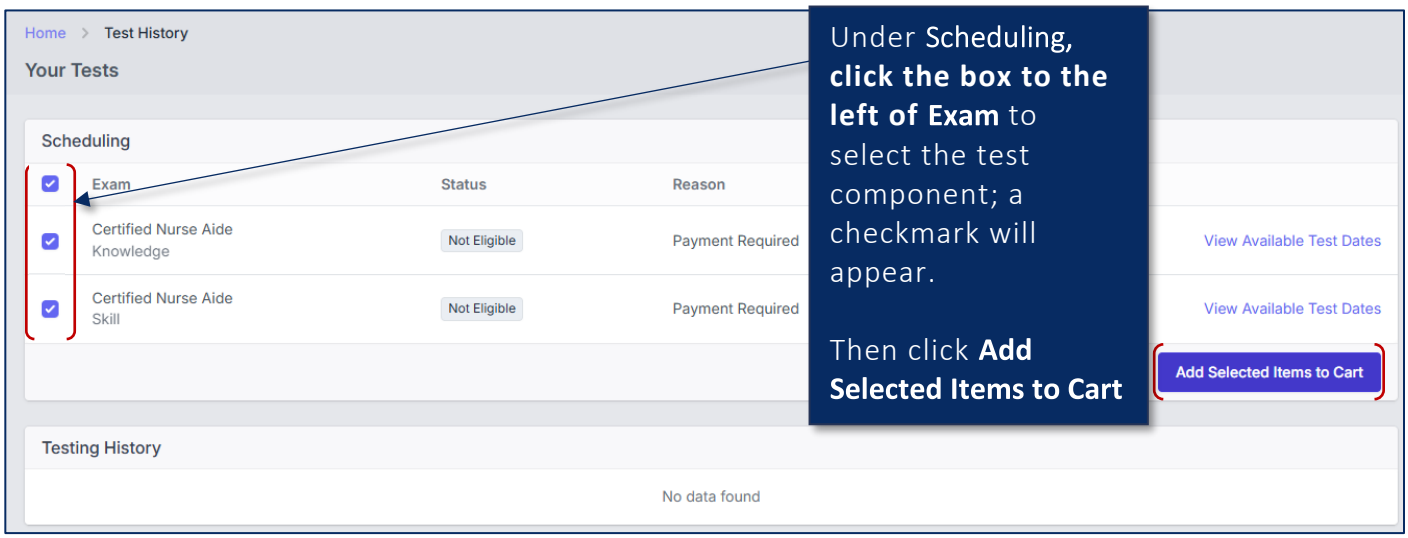
If you cannot sign in or schedule/reschedule online with your email, please call D&SDT-HEADMASTER for assistance at (800) 393-8664 during regular business hours, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT, Monday through Friday, excluding holidays.

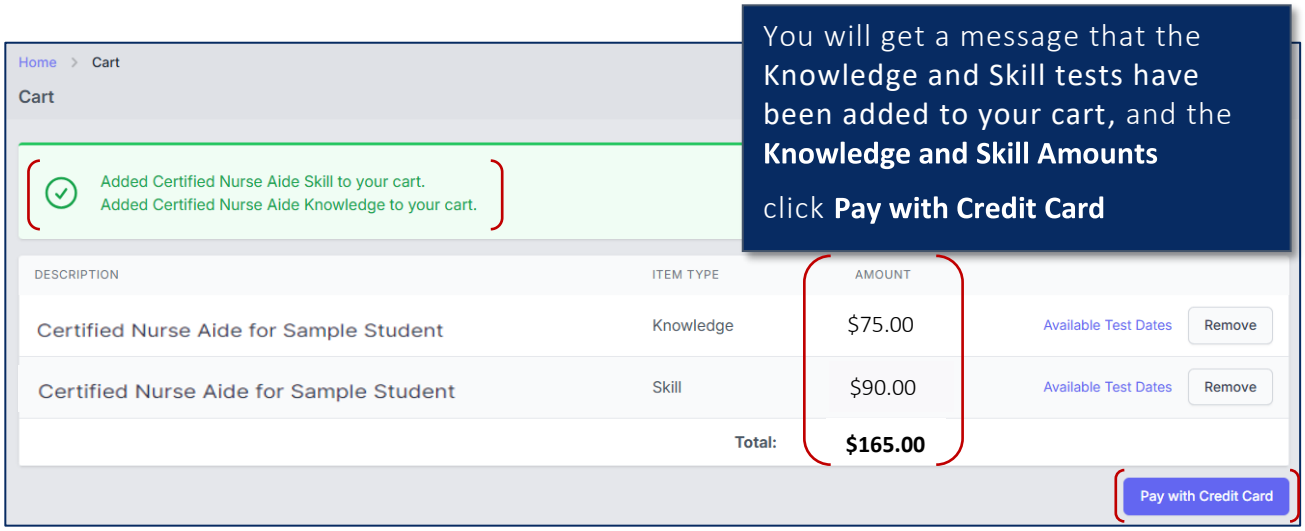
Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your TMU© account, update your password, and complete your demographic information. **This must be done *before scheduling* a test event. See instructions under Complete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

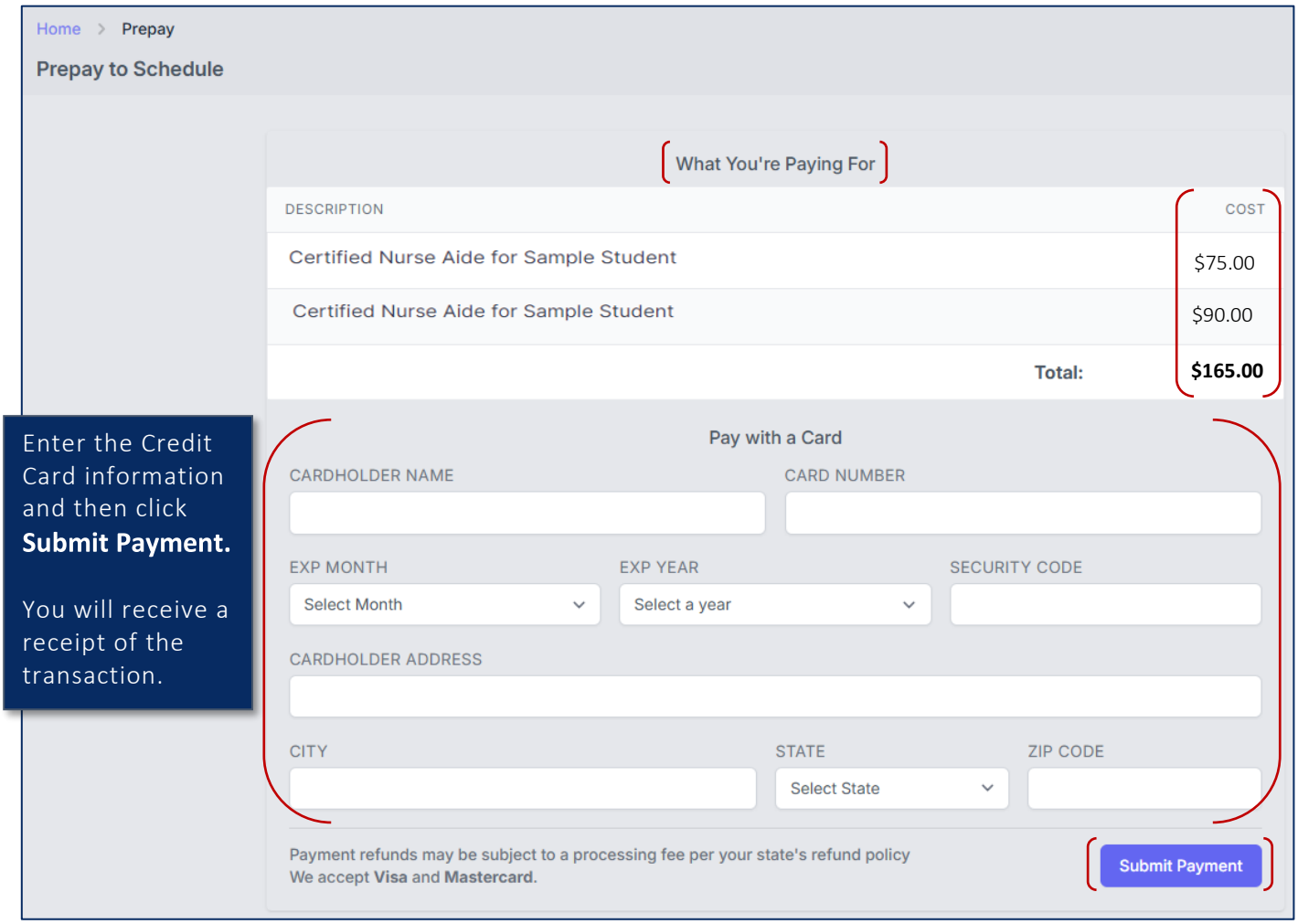
Self-Pay of Testing Fees in TMU©

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

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



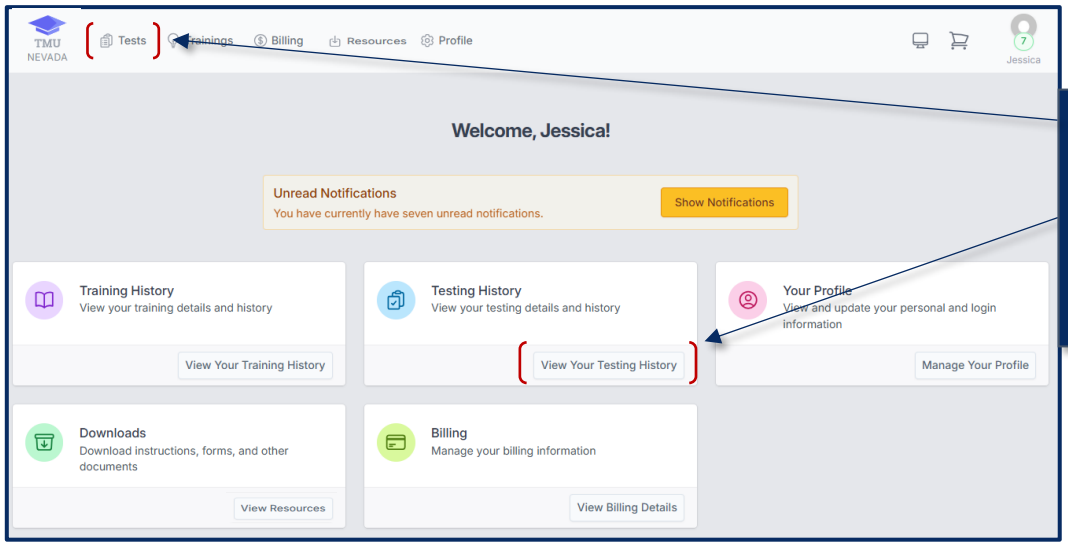




For special circumstances only: You may also pay your testing fees with a money order or cashier's check via a paper Payment Form. Please email nevada@hdmaster.com to request a paper payment form.

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

Schedule or Reschedule a Test Event



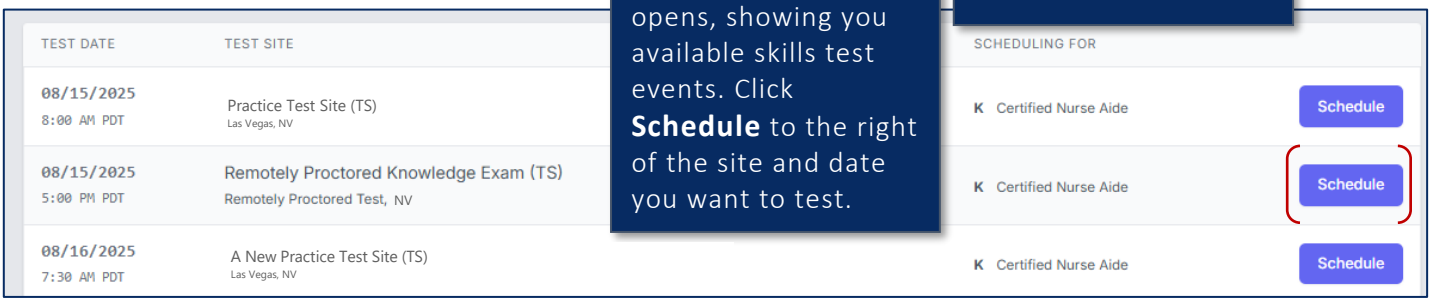
Click **Tests**

-or-

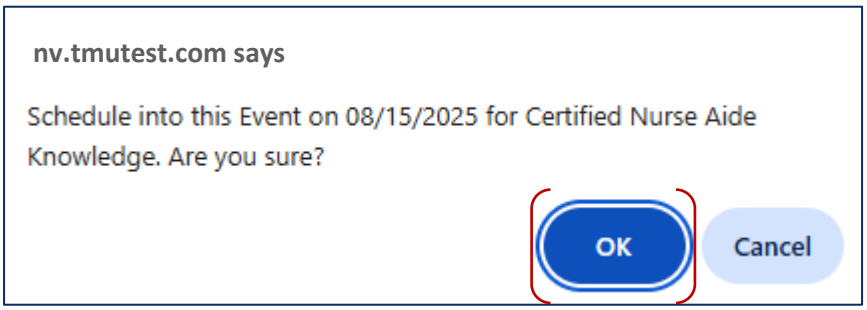
View Your Testing History

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 for.



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



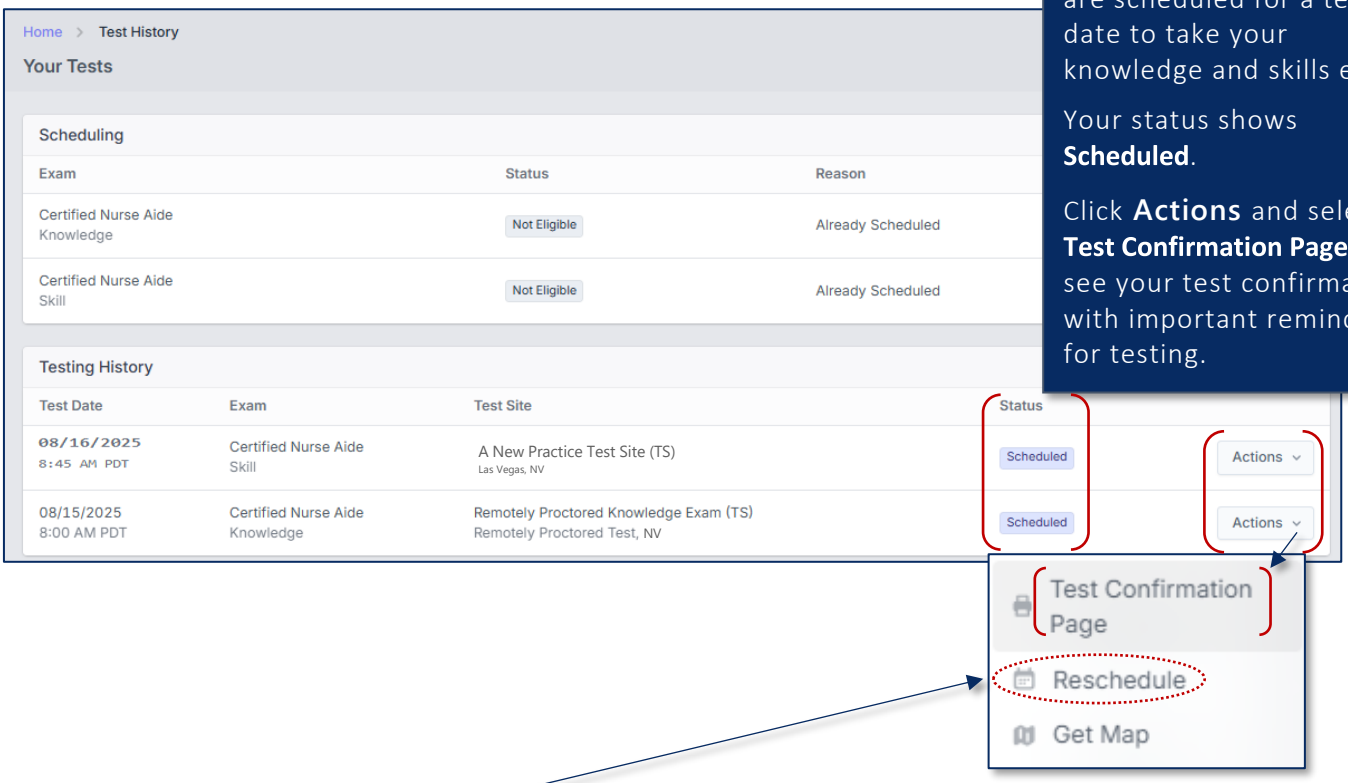
To confirm this is the site and date you want to schedule for a knowledge exam, click **OK**

Follow the same steps to schedule a Skills Test.

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

Your status shows **Scheduled**.

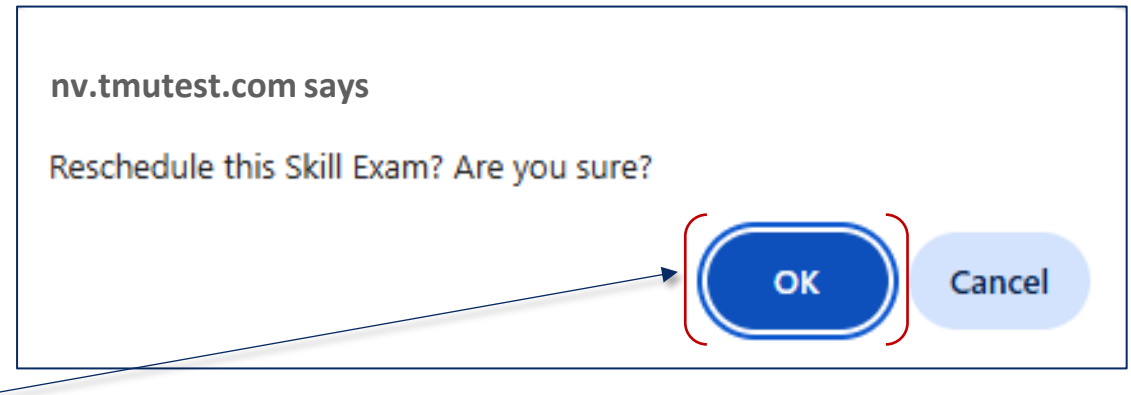
Click **Actions** and select **Test Confirmation Page** to see your test confirmation with important reminders for testing.



Rescheduling a Test Event

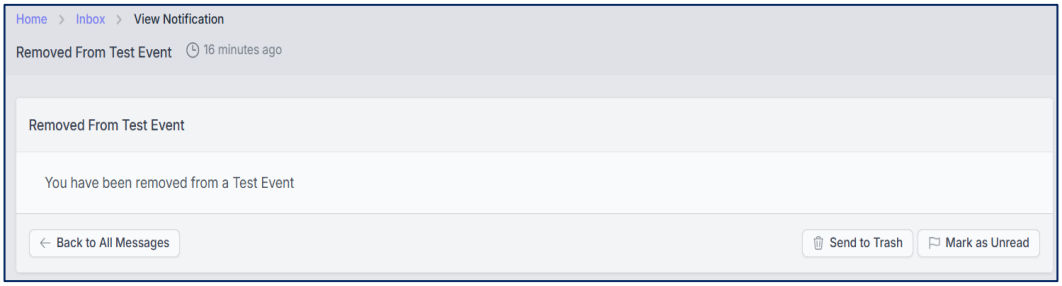
You may reschedule an exam date online in your TMU© account at nv.tmutest.com up until one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.



Click **OK** to confirm you wish to 'RESCHEDULE' from the event. You will then be able to select another available test date.

The following message will be in your notifications.



Test Confirmation Letter

Your test confirmation letter will provide 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 Nevada 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!

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

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

Test Confirmation Example:

Test Confirmation Letter

Scheduled Test Confirmation

Get Map | Print Page

Test Date:	01/28/2026
Test Time:	8:00 AM PST
Test Exam:	Knowledge - Certified Nurse Aide
Test Site:	Remotely Proctored Knowledge Exam (TS) NO PHYSICAL ADDRESS - All TESTING WILL BE CONDUCTED FROM THE CANDIDATE'S LOCATION USING THEIR PERSONAL COMPUTER AND CELL PHONE Remotely Proctored Test, CA 00000

Candidate Jessica
Best Student Address
Las Vegas, NV

TESTING BEGINS AT **8:00 AM PST** ON **01/28/2026**:

- ***FOR SKILLS TESTING AND/OR ON-SITE KNOWLEDGE EXAM CANDIDATES:*** You **MUST** be at your confirmed test site location waiting area/room **20 minutes in advance** of your scheduled exam start time, **8:00 AM PST**, to check in.
  - *Testing **begins** promptly at the start time noted on this test confirmation.*
- ***FOR REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATES:*** You **MUST** be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes in advance** of **8:00 AM PST** for the check-in process with the remote test proctor. Please see the **Remotely Proctored Knowledge Exam section** of the **Candidate Handbook** for detailed information.

If you are unable to access your account, go to https:// tmutest.com, click on Forgot Password, enter your email, click on 'Send Reset Password Link', and follow the instructions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **Nurse Aide Competency Exam** section of the **Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

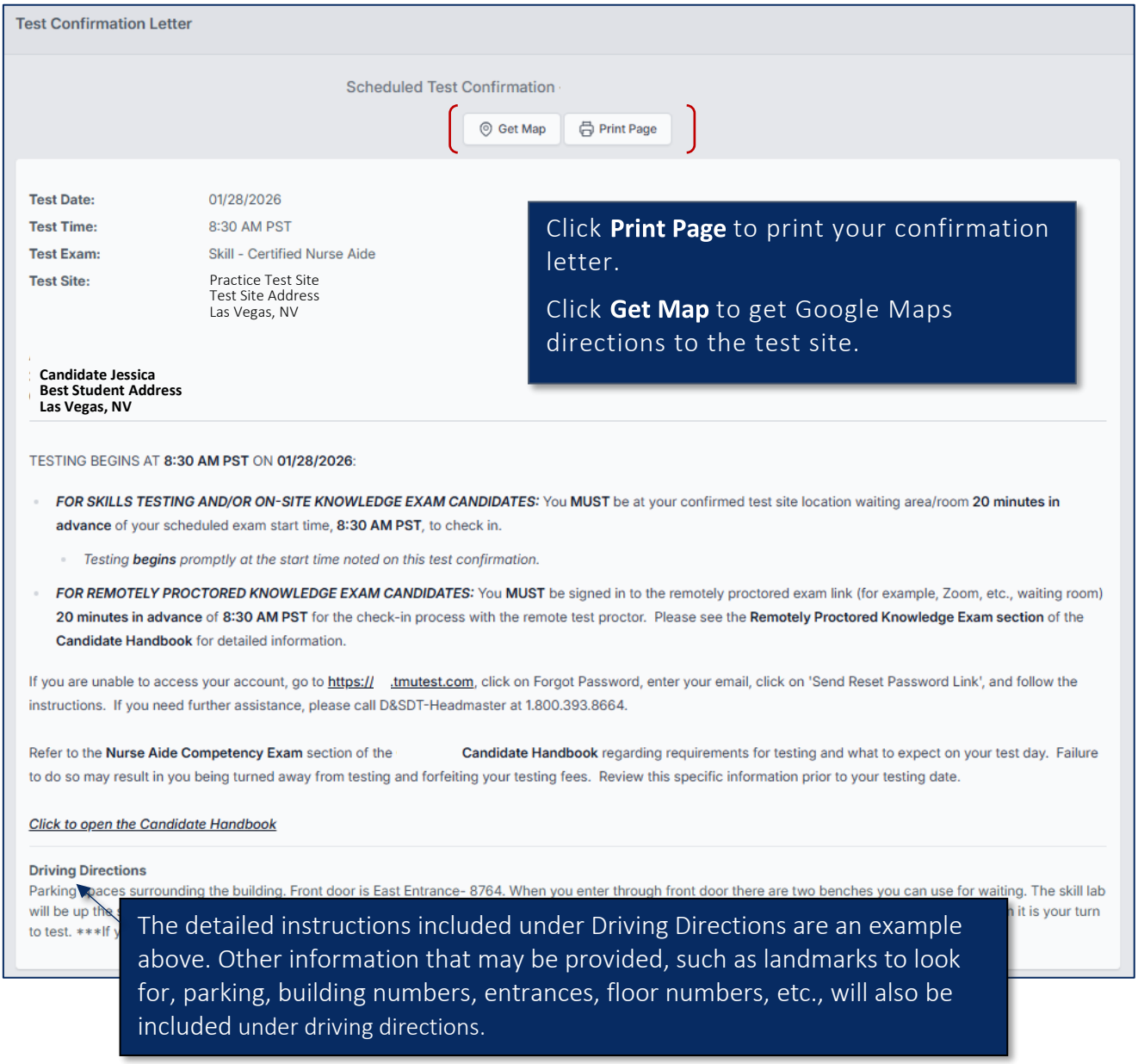
Click to open the Candidate Handbook

Driving Directions
You have signed up for a remotely proctored knowledge exam. This test will be taken using your own personal computer/laptop/phone, internet access and Google Chrome browser. You must have 2 devices: one for testing (Ex: computer or laptop) and one for the video conferencing app (Ex: smart phone). 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 this test confirmation. Please see the candidate handbook in the documents section of your TMU® account for official requirements, procedures, and policies regarding remote knowledge testing. *D&SDT-HEADMASTER is not affiliated with other entities providing testing guidance and/or instructions. We encourage you to use the information provided by D& DT-HEADMASTER in your TMU® account to ensure accuracy and the most up to date information regarding testing.

Some tips to ensure you have a successful remote testing experience:

- *Make sure you download the video conferencing app prior to testing day.*
- *Make sure your devices are fully charged, if not plugged in.*
- *Take screenshots of any technical difficulties.*
- *If you need help, give us a call at 1-888-401-0462.*

Skills Test Confirmation:



Test Confirmation Letter

Scheduled Test Confirmation

Get Map | Print Page

Test Date: 01/28/2026
Test Time: 8:30 AM PST
Test Exam: Skill - Certified Nurse Aide
Test Site: Practice Test Site
Test Site Address
Las Vegas, NV

Candidate Jessica
Best Student Address
Las Vegas, NV

TESTING BEGINS AT **8:30 AM PST** ON **01/28/2026**:

- ***FOR SKILLS TESTING AND/OR ON-SITE KNOWLEDGE EXAM CANDIDATES:*** You **MUST** be at your confirmed test site location waiting area/room **20 minutes in advance** of your scheduled exam start time, **8:30 AM PST**, to check in.
  - *Testing **begins** promptly at the start time noted on this test confirmation.*
- ***FOR REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATES:*** You **MUST** be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes in advance** of **8:30 AM PST** for the check-in process with the remote test proctor. Please see the **Remotely Proctored Knowledge Exam section** of the **Candidate Handbook** for detailed information.

If you are unable to access your account, go to https:// .tmutest.com, click on Forgot Password, enter your email, click on 'Send Reset Password Link', and follow the instructions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **Nurse Aide Competency Exam** section of the **Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

Click to open the Candidate Handbook

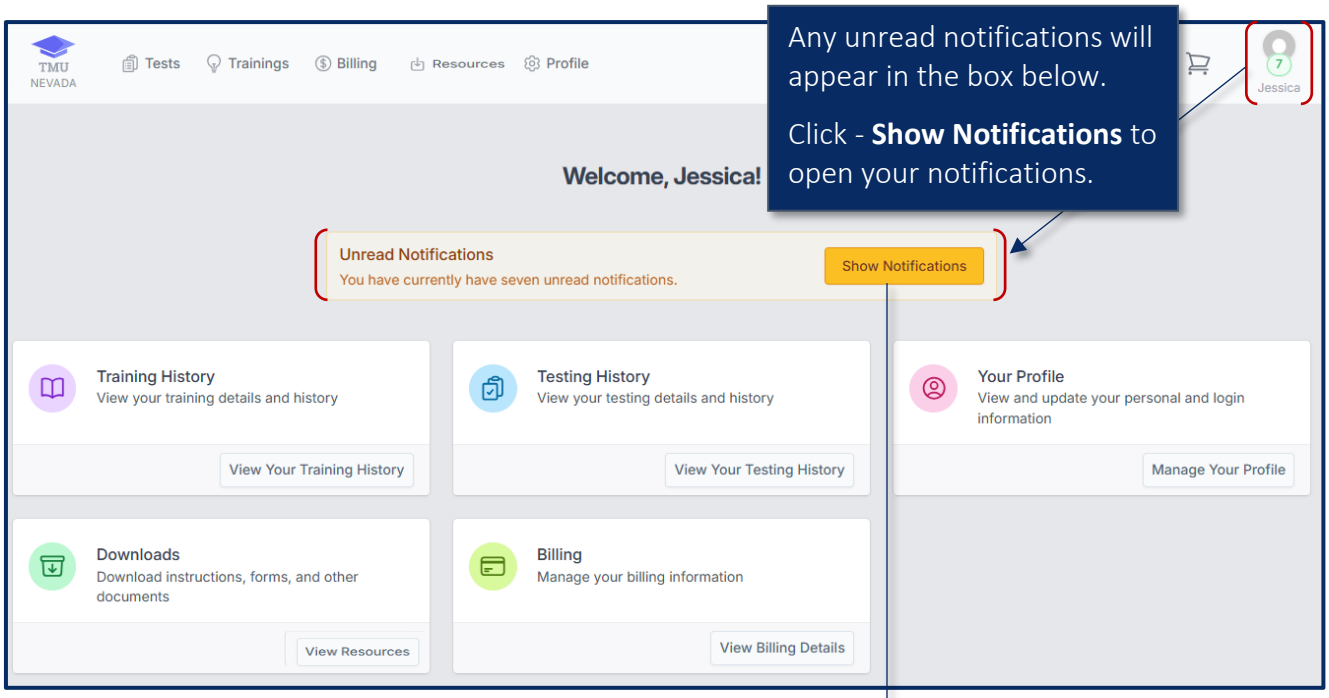
Driving Directions
Parking spaces surrounding the building. Front door is East Entrance- 8764. When you enter through front door there are two benches you can use for waiting. The skill lab will be up the
it is your turn to test. ***If y

Please see the **Remotely Proctored Knowledge Exam Option** under the Knowledge/Audio Exam section if you want to take your knowledge exam remotely from home, etc. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (800) 393-8664, Monday through Friday, excluding holidays, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT.

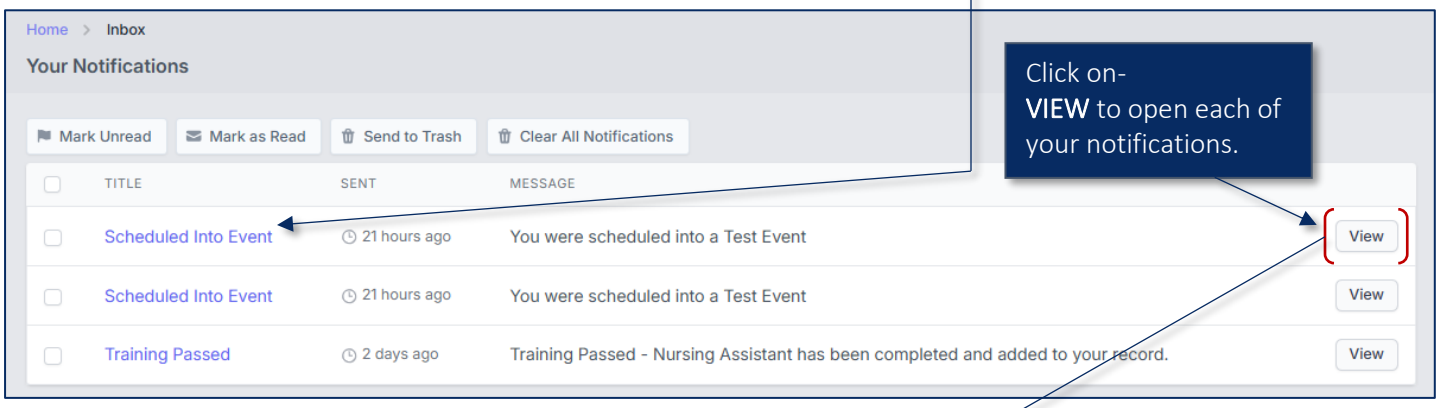
Note: Candidates who self-schedule online or are scheduled by their training programs will receive their test confirmation at the time they are scheduled.

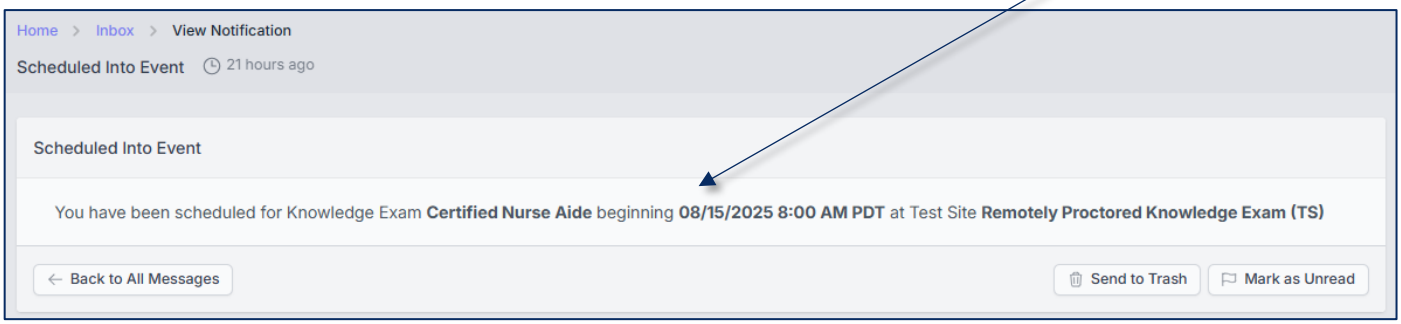
View your Notifications in TMU©

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



Notification example when scheduled into a test event:





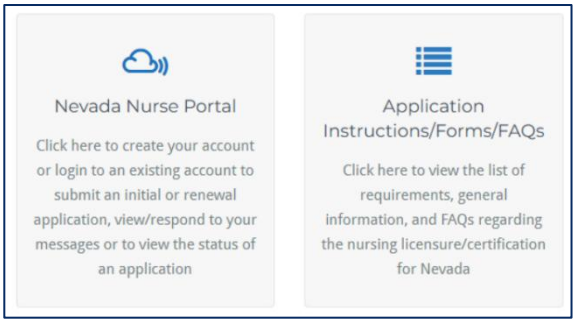
Time Frame for Testing from Training Program Completion

You must schedule a test **within 1 year of your training program completion date.** After one year, you must complete another NSBN-approved training program in order to be eligible to schedule testing again.

Issuance of Nevada Certificate

HEADMASTER will electronically submit your test results to the Nevada State Board of Nursing. You will receive your Nursing Assistant Certificate from NSBN only after you successfully pass both components of the Nevada Nursing Assistant Competency Examination.

To create your initial application for certification, you will need to create an account in the Nevada Nurse Portal, https://nvbn.boardsofnursing.org/nvbn. For more information, please refer to the application instructions.



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**.
- If you are scheduled for a remote knowledge exam, please see the check-in information under **Remotely Proctored Knowledge Exam Check-In**.

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

Testing Attire

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

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

Other testing attire information:

- You may bring a standard watch with a second hand.
- Bluetooth-connected devices (cell phones, smartwatches, smart glasses, wearable technology, etc.) ***are not allowed***.

Note: You will not be admitted for testing if you are not wearing scrubs, the appropriate shoes, and have long hair pulled back. You will be considered a NO-SHOW status. You will forfeit your testing fees and will have to pay for another exam date. If you are scheduled for a Remotely Proctored Knowledge Exam, please see the **Remotely Proctored Knowledge Exam Testing Attire** section.

IDENTIFICATION

You must bring-

UNITED STATES (US) GOVERNMENT-ISSUED, *SIGNED, UNEXPIRED, PHOTO-BEARING FORM OF IDENTIFICATION

Only original IDs are accepted. Photocopies, faxes, images, or mobile or electronic/digital versions (for example, Apple or Google Wallet) of IDs ***are not allowed***. Examples of the forms of US government-issued, acceptable photo IDs are:

- **State-issued Driver's License**
  - *A driver's license or state-issued ID card that has been voided (has a hole punched in it) is only valid if accompanied by a letter issued by the Department of Motor Vehicles (DMV) advising that your new license is being issued to you via USPS mail. If you do not have a letter issued by the Department of Motor Vehicles, the voided ID is invalid and will not be accepted as a valid form of ID.*
- **State-issued Identification Card**
- **Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)**
  - *Exception: A signed foreign passport with a US VISA 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)** *(*****now accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to present day. If issued before January 1, 2023, 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)*
- **US Military Identification Card** *(*****accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature)*

The **FIRST** and **LAST** names listed on your ID presented to the RN Test Observer during check-in at your test event must exactly match the FIRST and LAST names entered in the Nevada TMU© database by your training program or other eligibility route. You may call D&SDT-HEADMASTER at (800) 393-8664 to confirm that your name of record matches your US government-issued ID, or log in to your TMU© account at nv.tmutest.com using your Email or Username and Password to check on or change your demographic information. See more information under **Demographic Updates / Changes / Corrections**.

Please 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 your current name of record in TMU©.
- In cases where names do not match, your ID is not proper/valid, this is considered a NO-SHOW status, and you will have to reschedule and pay for another test and date.

You will be required to re-present your ID (for on-site testing) when you enter the knowledge test room and the skills lab for your skills exam. Please keep your ID with you throughout the exam day.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

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 Nevada TMU© main web page (before you log in to your account).

INSTRUCTIONS FOR THE KNOWLEDGE, REMOTELY PROCTORED KNOWLEDGE AND SKILL EXAMS

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test.

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

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

TESTING POLICIES

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 event:

- Make sure you have signed in to your TMU© account at **nv.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 at the on-site test site waiting area/room to **check in 20 minutes before your scheduled start time**. (*For example*: if your test start time is 8:00AM, you must be at the test site waiting area at 7:40AM.) If you are not present at the on-site test waiting area/room 20 minutes before your test start time, you will not be admitted to the exam, you will be considered a NO SHOW, and 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 US government-issued, non-expired, *signed photo ID *(see details in this handbook's* **Identification** *section)*, 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 Nevada nursing assistant 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:** Bluetooth-connected devices of any type (cell phones, smartwatches, smart glasses, wearable technology, etc.), electronic recording devices, and personal items (such as water bottles, purses, bags, study materials, books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area for placing your personal items and electronic devices, and you will collect them when you complete your test(s).
  - All electronic devices must be **turned off**.
    - → Bluetooth-connected devices of any type (smartwatches, smart glasses, wearable technology, fitness monitors) must be removed from your wrist, fingers, or body and **turned off**.
    - → 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 either component (knowledge or skills) of the exam will be dismissed from the exam and testing room(s), your test will be scored as a failed attempt, you will forfeit all testing fees paid, and you will be reported to your training program and the Nevada State Board of Nursing. You may, however, use personal devices during your free time in the waiting area. Please see the **Security** section of this handbook.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language word-for-word translation dictionaries, electronic dictionaries, and unapproved language translators are strictly prohibited.

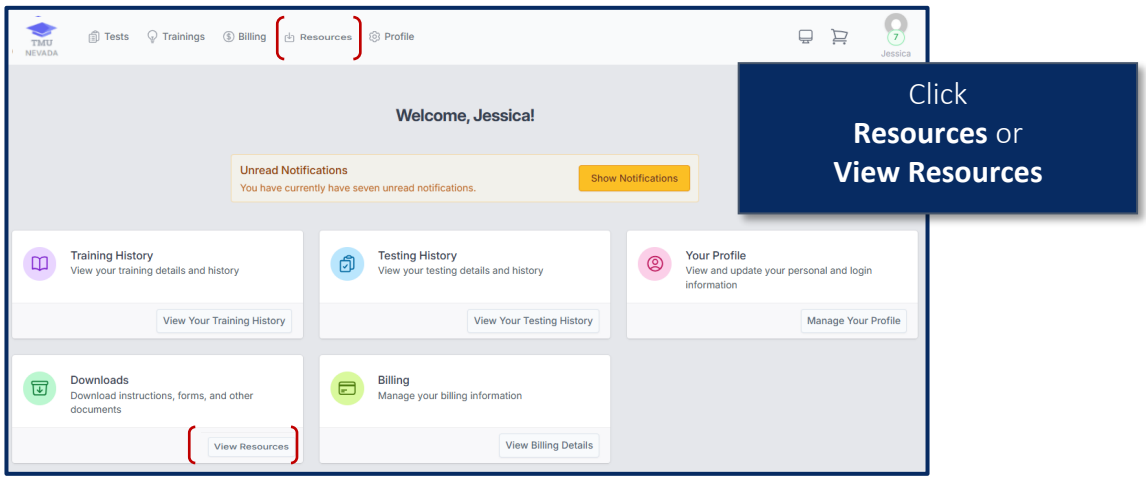
- **SCRATCH PAPER AND CALCULATORS:** If needed, you may do math calculations on scratch paper provided by the KTP. **Calculators are not allowed.**
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room (knowledge test room/remotely proctored test event 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/event 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 Nevada State Board of Nursing (NSBN). Please see the **Security** section of this handbook.
- 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 (800) 393-8664 or via email at **nevada@hdmaster.com** once you schedule a test date, so we can notify the testing team.
  - If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test and will forfeit all testing fees paid.
- **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (800)393-8664 immediately to reschedule.
  - **You may not test** if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.) Call D&SDT-HEADMASTER at (800)393-8664 immediately to reschedule if you are on doctor's orders.

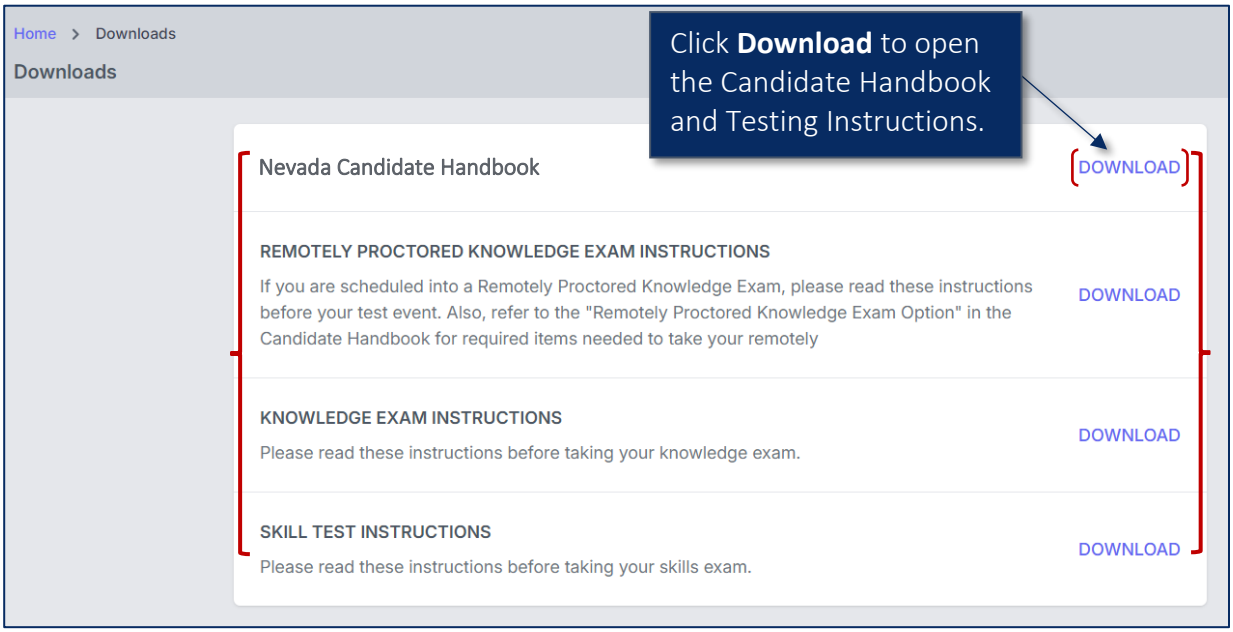
    NOTE: Please see the **Rescheduling Policy** and **No-Show Exceptions** sections in this handbook.

    → *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*
- **Please review this Nevada 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 'Resources' tab.

-Continued on the next page-

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 Nevada State Board of Nursing (NSBN).

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 NSBN, and you are subject to legal prosecution to the fullest extent of the law. You may not be eligible to retest for at least 6 months and may need NSBN permission to retest.

Rescheduling Policy

All candidates may reschedule for free online at **nv.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 **nv.tmutest.com**. (See instructions under **Schedule or 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's office hours are Monday through Friday, excluding holidays, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT.
- Please see the **RESCHEDULING A TEST EVENT** for a visual of rescheduling online.

The scheduled test date is on a:	Reschedule before 5:00PM PT 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 Nevada nurse aide competency exam.

Scheduled in a Test Event

1) If you are scheduled for a test event, you can request a refund of the testing fees paid by filling out and submitting the **CANDIDATE-Refund of Testing Fees Paid Form** on D&SDT-HEADMASTER's 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's office hours are Monday through Friday, excluding holidays, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT.

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 of Testing Fees Paid Form** on D&SDT-HEADMASTER's 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 that you are responsible for).*

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU© account (*see examples below) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT-HEADMASTER will not reschedule you until we hear back from you.

NOTE: The *examples listed below are your responsibility to check and/or keep updated.

- If D&SDT-HEADMASTER leaves you a message or emails you at the phone number or email in your TMU© account and:
  - you do not call us back in a timely manner
  - your phone number is disconnected/your 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 to deem you ineligible to test, you will be considered a **NO-SHOW status.** You will forfeit all fees paid and must sign in to your TMU© account to repay or submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER's costs incurred for services requested and the resulting work that is performed. If a reschedule or refund request is not made or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under **Rescheduling Policy** and **Refund of Testing Fees Paid**), a NO-SHOW status will exist. 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 Nevada TMU© main page under 'APPLICATIONS', or click this link:

https://nv.tmutest.com/apply/4

- **Car breakdown or accident**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three (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 of the service 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 via phone, fax, or email within one business day. Appropriate documentation showing your name and the provider of the service name must be submitted within **three (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.
    - **Internet outage or issue:** Documentation showing your name and the provider of the service name from the Internet provider, showing the outage date and times.
    - **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation from a computer repair technician/shop or other appropriate documentation showing your name and the service provider is required.

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 anonymous, 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 testing.

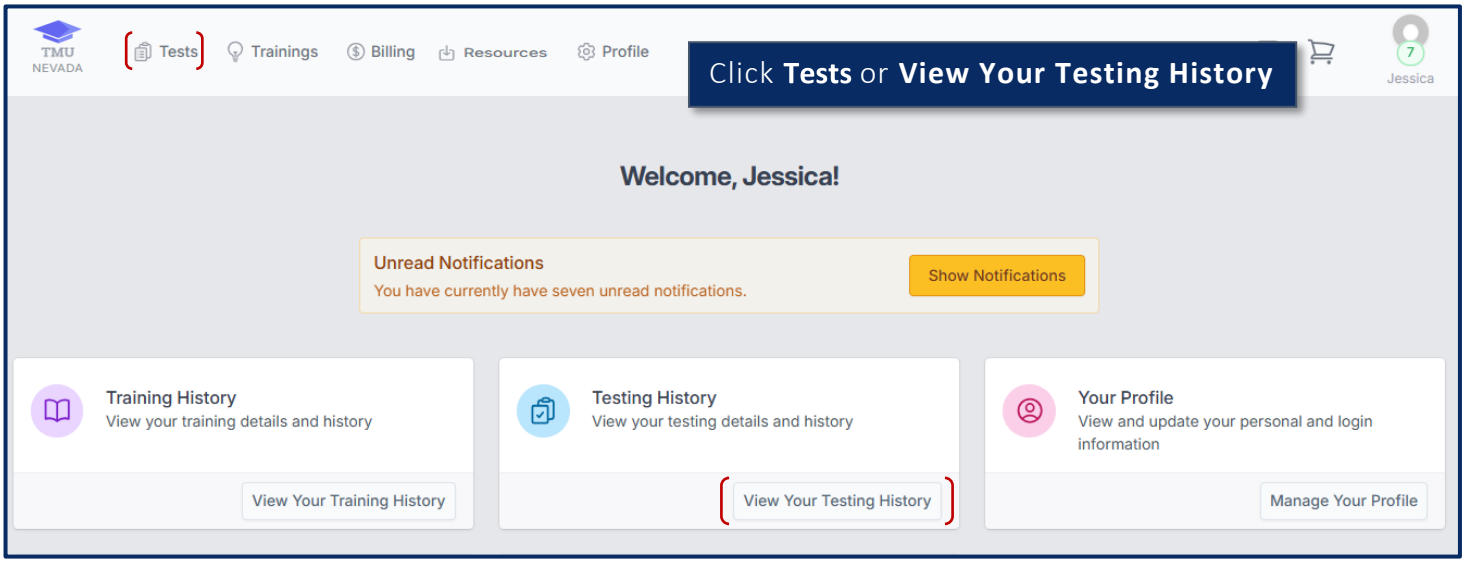
Test Results

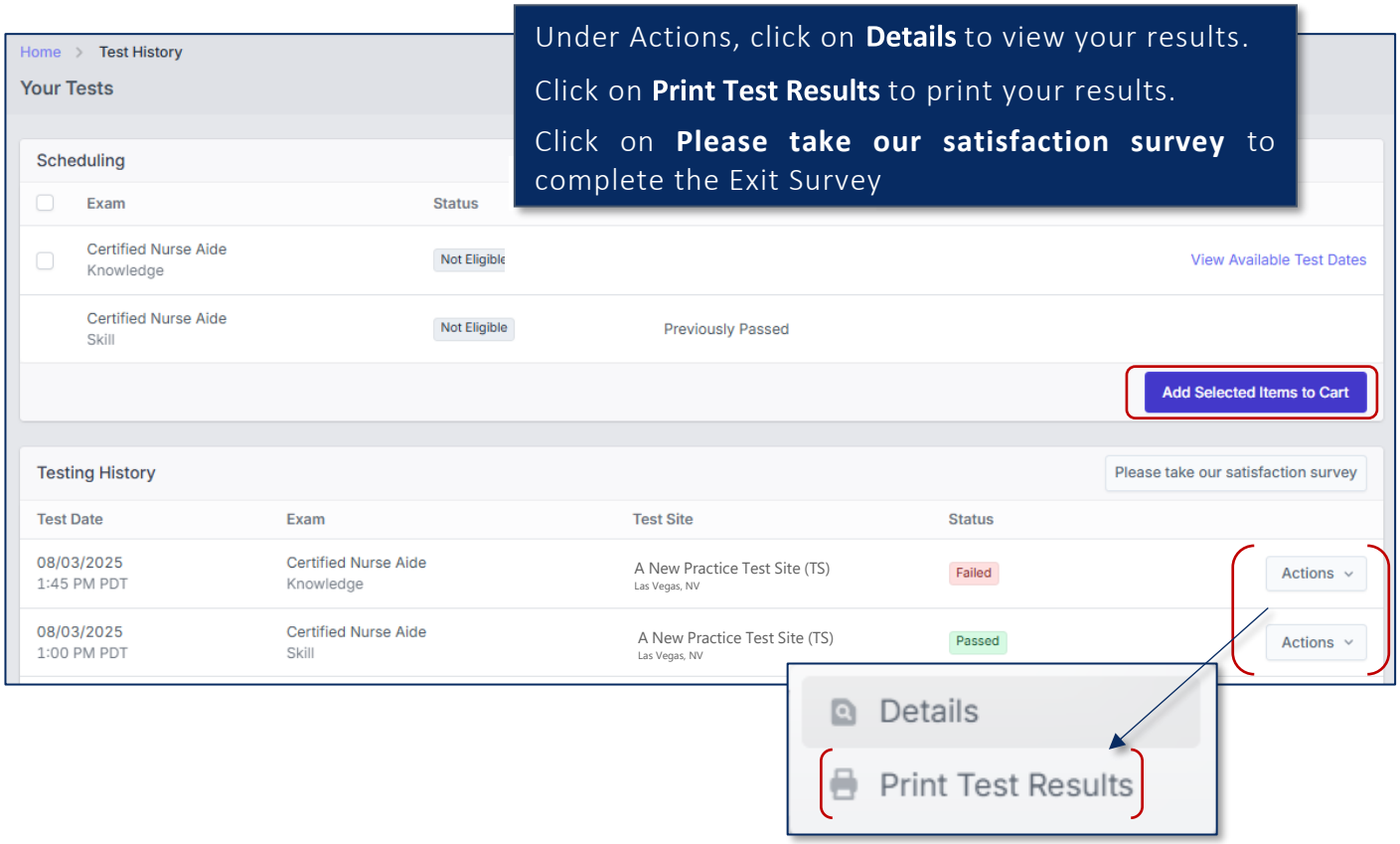
After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available after 5:00PM (PT) on the business day following your test event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

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

Sign in to your TMU© account at **nv.tmutest.com** to view your test results. The screenshots that follow show examples of the results.

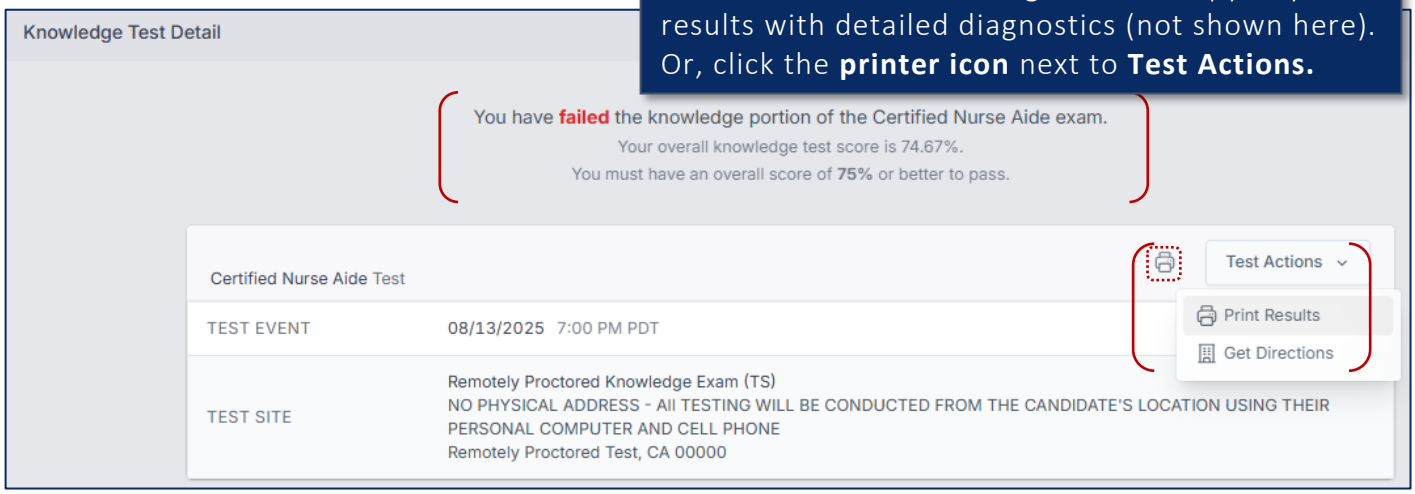
Access your Test Results





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 with detailed diagnostics (not shown here). Or, click the **printer icon** next to **Test Actions.**



The Skills Test Results will be accessed the same way.

Test Attempts

You have **3 attempts** to pass the exam's knowledge and skill test portions **within 1 year** from your date of nursing assistant training program completion. You must retrain after 3 failed attempts.

Retraining after Failing 3 Attempts

After retraining, if you passed a portion of the exam during the previous training, you do not need to retake it. The test attempt from the previous training will carry over, and you will only be tested on the portion you did not pass in the first training.

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 **nv.tmutest.com**. (See instructions with screenshots under **Schedule or 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 (800) 393-8664 during regular business hours, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT, Monday through Friday, excluding holidays. We can assist you in scheduling 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 (800)393-8664 during regular business hours, Monday through Friday, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT, 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 Nevada TMU© main page (before you log in to your account) under 'APPLICATIONS'. Test Review Requests must be received **within 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 nursing assistant in Nevada is demonstrated by examination of minimum nursing assistant 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 age 18, D&SDT-HEADMASTER will discuss test results or test reviews only 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 in a timely manner. D&SDT-HEADMASTER will email the review results to your email address and the Nevada State Board of Nursing (NSBN).

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Test consists of **75 multiple-choice questions**. Questions are selected from subject areas in accordance with the NSBN-approved Nevada test plan and include 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
Development across the Ages and Restorative Care	3	Infection Control and Standard Precautions	9
Basic Nursing Skills	9	Mental Health	4
Care Impaired	6	Personal Care	7
Communication and Interpersonal Skills	5	Client Rights	6
Data Collection	5	Role and Responsibility	8
Disease Process	4	Safety	9

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 a maximum of **60 minutes** to complete the **75-question** knowledge 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 able to see your time at the top of your screen when you are logged in to the exam. You may not ask the Test Proctor questions about the content of the knowledge exam (such as "What does this question mean?").

You must have a score of 80% or better to pass the knowledge portion of the exam.

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

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

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

LANGUAGE TRANSLATION DICTIONARIES: Foreign language word-for-word translation dictionaries, electronic dictionaries, and unapproved language translators are strictly prohibited.

SCRATCH PAPER AND CALCULATORS: If needed, you may do math calculations on scratch paper provided by the KTP. **Calculators are not allowed.**

- *Any scratch paper must be left with the KTP when testing is done.*

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 the Nevada State Board of Nursing (NSBN).

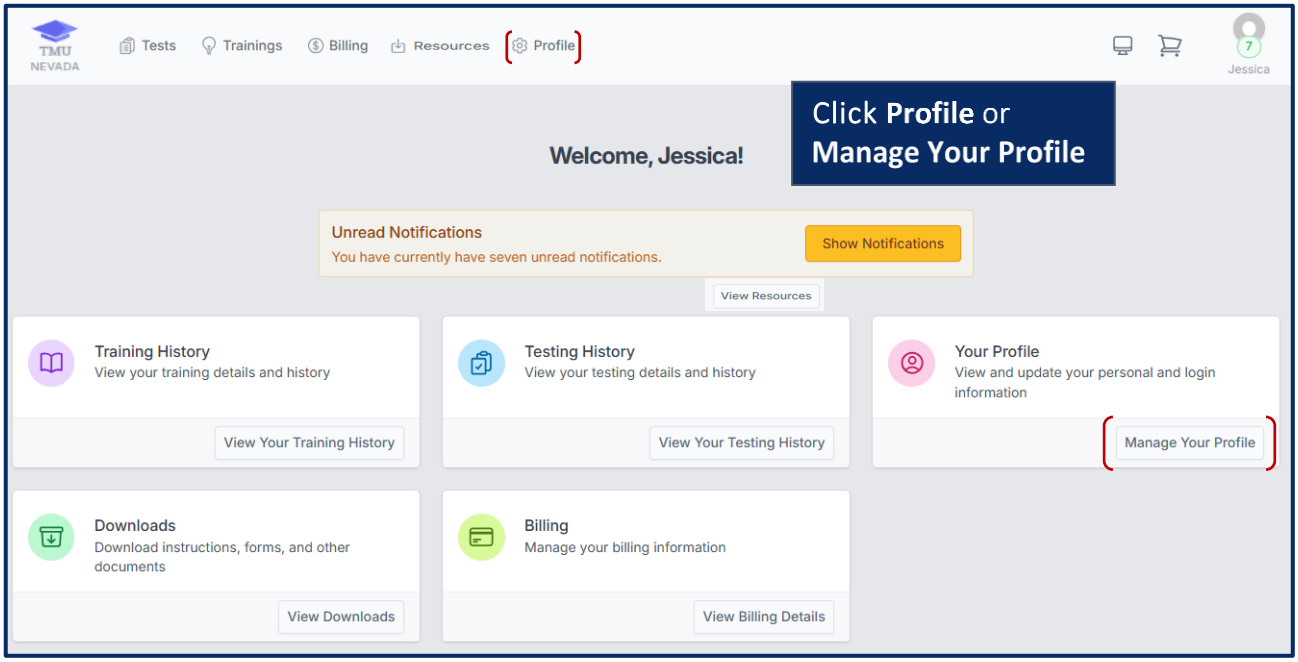
Knowledge Exam Audio Version

An audio (oral) version of the knowledge exam is available. However, you must request an Audio version before submitting ***your testing fee payment***.

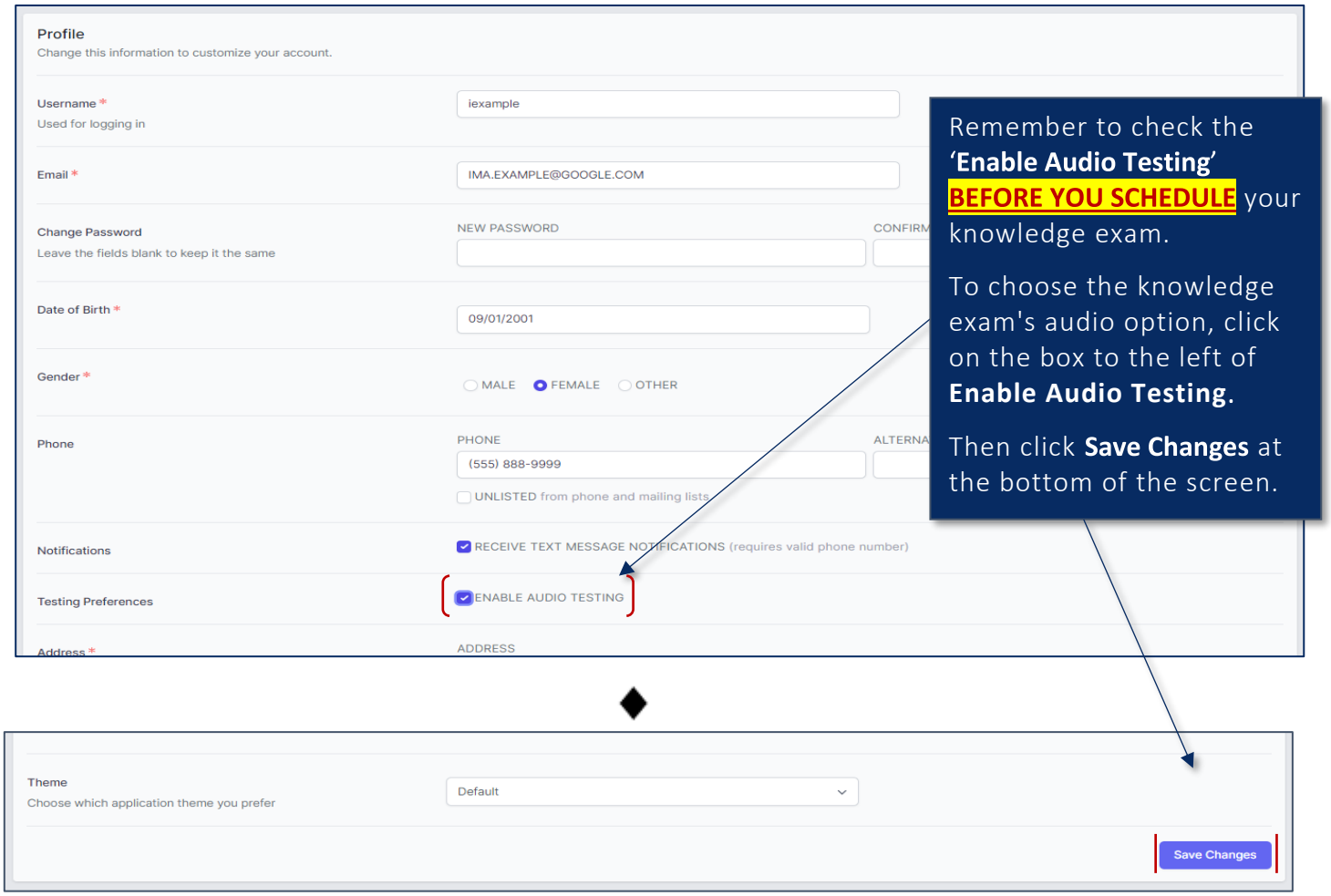
The questions are read to you in a neutral tone and can be heard through wired headphones or earbuds plugged into the computer. ***Bluetooth-connected devices are not allowed.*** When taking an electronic Audio exam, the audio control buttons will appear on the computer screen, allowing you to play,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

Selecting an Audio Version of the Knowledge Exam

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



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



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.

REMINDER: You have three (3) attempts to pass the exam's knowledge and skill test portions within one (1) year from your nursing assistant training program completion date. If you do not successfully complete testing within one year of completing training, you must complete a new Nevada State Board of Nursing-approved training program to become eligible to attempt the Nevada NA examinations further.

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 / 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 (800) 393-8664 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam.

Remotely Proctored Knowledge Exam Instructions

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

Remotely Proctored Knowledge Exam Testing Attire

For remotely proctored knowledge testing, **you must be wearing:**

- **Appropriate clothing** such as a non-revealing shirt/sweater and pants, sweatpants, shorts, or leggings.
  - *Bluetooth-connected devices* such as *smartwatches, smart glasses, wearable technology, activity trackers, etc.,* ***are not allowed***.

You will not be allowed to test if you are not wearing appropriate clothing as shown above. You will be considered a NO SHOW status and 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 prior to **(at least 20 minutes)** 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.
- 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 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 you will be marked 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 neutrally read to you and will be heard through wired headphones or earbuds plugged into the computer.
    - When taking an Audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language word-for-word translation dictionaries, electronic dictionaries, and unapproved language translators are strictly prohibited.

- **SCRATCH PAPER AND CALCULATORS:** If needed, you may do math calculations on scratch paper provided by the KTP. **Calculators are not allowed.** Before starting your exam, you will be asked to show the remote Proctor both sides of the scratch paper.
  - 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.

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, you should consider utilizing the audio option for the knowledge exam.

PASSAGE 1

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

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

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

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

PASSAGE 2

Amy is from the state of Montana. Amy lives in an apartment with her parents and her brother, Nick. Tomorrow, Amy is flying to the state of Oregon. Amy is bringing three books 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. A mastery learning method is used, and each practice test will be unique. This means candidates must get the question they are attempting correct before they move 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 **Nevada** 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 NSBN-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 **30 minutes** to complete your three or four tasks. After fifteen (15) minutes have elapsed, you will be alerted when 15 minutes remain.
    - If you have started your last task and you are alerted that your 30 minutes have elapsed, you will be informed that you have 5 more minutes to complete the task. If you have not started your last task, you will not be allowed the extra 5 minutes.
- 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 are required to sign the recording form during the demonstration of the equipment/supplies.

RECORDING FORM →

Candidate's Name: _____
(Please Print)

BLOOD PRESSURE:
_____ /_____ *mmHg*

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

WEIGHT:
_____ *lbs.*

MEAL INTAKE:
FOOD INTAKE: _____ % FLUID INTAKE: _____ *mL*

URINE OUTPUT:
_____ *mL*

Candidate's Signature: _____

Skill Test Tasks

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

- Assist Resident with the use of a Bedpan with Hand Washing
- Catheter Care with Hand Washing [DEMONSTRATED ON A MANIKIN]
- Don an Isolation Gown and Gloves, Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Remove the Gown and Gloves with Hand Washing
- Perineal Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]

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

You will also receive an additional two (2) or three (3) randomly selected tasks from the Skill Task listing below. One of the randomly selected tasks on your test will be a 'recording/measurement' task, with the exception of if you receive the Don an Isolation Gown and Gloves, Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Remove the Gown and Gloves with Hand Washing as a mandatory first task, as this is a recording/measurement task.

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.

For all tasks, the steps will be performed on a live resident actor, except for catheter and perineal care for a female, which will be demonstrated on a manikin.

You will be scored only on the steps listed. You must score **80%** on each task without missing any **critical** steps (the **bolded** steps) to pass the skill component of your competency evaluation.

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 every 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 Nevada 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 FIRST TASKS

ASSISTING A RESIDENT WITH THE USE OF A BEDPAN WITH HAND WASHING

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. **Put on gloves BEFORE handling the bedpan.**
6. Raise the bed.
7. Position the resident on the bedpan correctly using correct body mechanics.
8. Raise the head of the bed to a comfortable level.

9. Hand tissue to the resident.
10. Hand the call light to the resident.
11. Leave the area until called.
12. Wash/assist the resident to wash and dry hands (use a wet washcloth or a disposable wipe).
13. Discard soiled linen in an appropriate container, or dispose of wipes in a trash can.
14. Lower the head of the bed BEFORE removing the bedpan.
15. Gently remove the bedpan. Hold the bedpan for the RN Test Observer while liquid is poured into the bedpan.
16. Lower the bed.
17. Empty the bedpan into the toilet/commode.
18. Rinse equipment.
19. Empty rinse water into the toilet/commode.
20. Dry equipment.
21. Return equipment to storage.
22. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
23. Maintain respectful, courteous interpersonal interactions at all times.
24. Hand the call light to the resident.
25. Wash hands – turn on water.
26. Thoroughly wet hands BEFORE applying soap.
27. Apply soap to hands.
28. Rub hands together for at least 20 seconds with soap using friction.
29. Using friction, rub interlaced fingers together with soap while pointing downward.
30. Clean under fingernails with soap.
31. Wash all surfaces of hands and wrists with soap.
32. Rinse hands thoroughly under running water with fingers pointed downward.
33. Dry hands with clean paper towel(s) [to prevent contamination: start at the fingertips and go up the hand from fingertips to wrists].
34. Turn off the faucet with the last clean, dry paper towel.
35. Discard paper towels in the trash container as used.
36. **Do not recontaminate hands at any time during the hand washing procedure.**

CATHETER CARE WITH HAND WASHING

[DEMONSTRATED ON A MANIKIN]

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Fill a basin with comfortably warm water.
6. Maintain resident privacy by only exposing the perineal area between the knees and hips.
7. **Put on gloves BEFORE beginning catheter care.**
8. Check to see that urine can flow, unrestricted, into the drainage bag.
9. Use soap and water to carefully wash the catheter tubing where it exits the urinary meatus.
10. Hold the catheter where it exits the urethra with one hand.
11. Clean at least 3-4 inches down the catheter tube.
12. **Clean with stroke(s) only away from the urethra.**
13. Use clean portion of cloth for stroke(s).

14. Rinse using stroke(s) only away from the urethra.
15. Rinse using a clean portion of a cloth for stroke(s).
16. Pat dry.
17. Do not allow the tube to be pulled at any time during the procedure.
18. Replace the top cover over the resident.
19. Leave the resident in a position of safety and comfort.
20. Rinse equipment.
21. Dry equipment.
22. Return equipment to storage.
23. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
24. Maintain respectful, courteous interpersonal interactions at all times.
25. Hand the call light to the resident.
26. Wash hands - turn on water.
27. Thoroughly wet hands BEFORE applying soap.
28. Apply soap to hands.
29. Rub hands together for at least 20 seconds with soap using friction.
30. Using friction, rub interlaced fingers together with soap while pointing downward.
31. Clean under fingernails with soap.
32. Wash all surfaces of hands and wrists with soap.
33. Rinse hands thoroughly under running water with fingers pointed downward.
34. Dry hands with clean paper towel(s) [to prevent contamination: start at the fingertips and go up the hand from fingertips to wrists].
35. Turn off the faucet with the last clean, dry paper towel.
36. Discard paper towels in the trash container as used.
37. Do not recontaminate hands at any time during the hand washing procedure.

DON AN ISOLATION GOWN AND GLOVES; EMPTY A URINARY DRAINAGE BAG; MEASURE AND RECORD URINE OUTPUT; REMOVE THE GOWN AND GLOVES WITH HAND WASHING

1. Perform hand hygiene.
2. Face the back opening of the gown.
3. Unfold the gown.
4. Place arms through each sleeve.
5. Tie the neck opening.
6. Tie the waist in the back or on the side.
7. Ensure the back flaps cover clothing as completely as possible.
8. Put on gloves.
9. Glove overlap gown sleeves at the wrist.
10. Knock on the door.
11. Explain the urinary output procedure for the resident.
12. Provide privacy for the resident – pull the curtain.
13. Hand the call light to the resident.
14. Place a barrier on the floor under the drainage bag.
15. Place the graduate on the previously placed barrier.
16. Open the drain to allow the urine to flow into the graduate.

17. Completely empty the urinary drainage bag.
18. Do not touch the graduate with the tip of the drain tube.
19. Close the drain.
20. Wipe the drain with an antiseptic wipe.
21. Secure the drain.
22. Place a barrier on a flat surface.
23. Place the graduate on the previously placed barrier on a flat surface.
24. With the graduate at eye level, measure output.
25. Empty graduate into the toilet/commode.
26. Rinse graduate.
27. Empty rinse water into the toilet/commode.
28. Dry equipment.
29. Return equipment to storage.
30. Leave the resident in a position of safety and comfort.
31. Maintain respectful, courteous interpersonal interactions at all times.
32. Remove gloves BEFORE removing gown or use the alternate method of pulling/popping gown off by pulling on the front of the gown with gloves on.
33. Remove gloves, turning them inside out, or use the alternate method of pulling/popping the gown off by pulling on the front of the gown.
34. Dispose of gloves in an appropriate biohazard container or peel them off, keeping them inside out and rolled up inside the gown.
35. Unfasten the gown at the neck if not using the alternate method of removal.
36. Unfasten the gown at the waist if not using the alternate method of removal.
37. Remove gown by folding soiled area to soiled area.
38. Dispose of gown in appropriate biohazard container.
39. Do not touch yourself with contaminated PPE during any of the previous steps.
40. Record the output on the previously signed recording form.
41. The candidate's measurement is within 25 mLs of the RN Test Observer's premeasured amount.
42. Wash hands - turn on water.
43. Thoroughly wet hands BEFORE applying soap.
44. Apply soap to hands.
45. Rub hands together for at least 20 seconds with soap using friction.
46. Using friction, rub interlaced fingers together with soap while pointing downward.
47. Clean under fingernails with soap.
48. Wash all surfaces of hands and wrists with soap.
49. Rinse hands thoroughly under running water with fingers pointed downward.
50. Dry hands with clean paper towel(s) [to prevent contamination: start at the fingertips and go up the hand from fingertips to wrists].
51. Turn off the faucet with the last clean dry paper towel.
52. Discard paper towels in the trash container as used.
53. Do not recontaminate hands at any time during the hand washing procedure.

PERINEAL CARE FOR A FEMALE RESIDENT WITH HAND WASHING

[DEMONSTRATED ON A MANIKIN]

1. Knock on the door.
2. Perform hand hygiene
3. Explain the procedure to be performed for the resident (manikin).
4. Provide privacy for the resident - pull the curtain.
5. Raise the bed.
6. Maintain resident privacy by only exposing the perineal area between the knees and hips.
7. Fill a basin with comfortably warm water.
8. Direct the RN Test Observer to stand on the opposite side of the bed or raise the side rail opposite the working side of the bed.
9. **Put on gloves BEFORE washing the peri area.**
10. Expose the perineum only.
11. Separate labia.
12. Use water and a soapy washcloth.
13. **Always clean the vaginal/labia area from top to bottom.**
14. Clean one side of the labia.
15. Using a clean portion of a washcloth, clean the other side of the labia.
16. Using a clean portion of a washcloth, clean the vaginal area.
17. Always rinses the vaginal/labia area from top to bottom.
18. Using a clean portion of a washcloth, rinse one side of the labia.
19. Using a clean portion of a washcloth, rinse the other side of the labia.
20. Using a clean portion of a washcloth, rinse the vaginal area.
21. Pat dry.
22. Cover the exposed area.
23. Assist the resident to turn onto their side away from the candidate.
24. Maintain resident privacy by only exposing the perineal area between the knees and hips.
25. Use a clean washcloth, water, and soap to clean the rectal area.
26. **Clean from the vagina to the rectal area.**
27. Use a clean portion of a washcloth for any cleaning stroke(s).
28. Using a clean portion of a washcloth, rinse from the vagina to the rectal area.
29. Use a clean portion of a washcloth for any rinsing stroke(s).
30. Pat dry.
31. Position the resident (manikin) on her back.
32. Cover the resident.
33. Place soiled linen in an appropriate container.
34. Rinse equipment.
35. Dry equipment.
36. Return equipment to storage.
37. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
38. Lower the bed.
39. Lower the side rail if raised.
40. Maintain respectful, courteous interpersonal interactions at all times.
41. Hand the call light to the resident.
42. Wash hands - turn on water.

43. Thoroughly wet hands BEFORE applying soap.
44. Apply soap to hands.
45. Rub hands together for at least 20 seconds with soap using friction.
46. Using friction, rub interlaced fingers together with soap while pointing downward.
47. Clean under fingernails with soap.
48. Wash all surfaces of hands and wrists with soap.
49. Rinse hands thoroughly under running water with fingers pointed downward.
50. Dry hands with clean paper towel(s) [to prevent contamination: start at the fingertips and go up the hand from fingertips to wrists].
51. Turn off the faucet with the last clean, dry paper towel.
52. Discard paper towels in the trash container as used.
53. **Do not recontaminate hands at any time during the hand washing procedure.**

OTHER TASKS

AMBULATION WITH A GAIT BELT

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Obtain a gait belt.
6. **Lock the bed brakes to ensure the resident's safety.**
7. Assist the resident in putting on non-skid footwear.
8. Assist the resident to a sitting position.
9. Place the gait belt around the waist to stabilize the trunk.
10. Tighten the gait belt so that it is snug enough that only 3-4 flat fingers can be slipped between the gait belt and the resident.
11. Check the gait belt by slipping fingers between the gait belt and the resident.
12. Ensure the resident’s feet are flat on the floor.
13. Stand in front of and face the resident.
14. Grasp the gait belt on each side of the resident with an underhand grip.
15. Ask the resident if they are stable/okay/dizzy.
16. Assist the resident to standing position, using proper body mechanics.
17. Grasp the gait belt with one hand, using an underhand grip.
18. Stabilize the resident with the other hand by holding the forearm, shoulder, or using another appropriate method to stabilize the resident.
19. Ambulate the resident 10 steps to the chair.
20. Assist the resident to sit in the chair in a controlled manner that ensures safety.
21. Remove the gait belt.
22. Leave the resident in a position of comfort and safety.
23. Perform hand hygiene.
24. Maintain respectful, courteous interpersonal interactions at all times.
25. Hand the call light to the resident.

APPLYING A KNEE-HIGH ANTI-EMBOLIC STOCKING

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Raise the bed.
6. Provide for the resident's privacy by only exposing one leg.
7. Turn the stocking down inside out to the heel.
8. Place the stocking over the resident's toes, foot, and heel.
9. Pull the stocking up the leg.
10. Check the heel of the stocking to ensure it is in the correct position.
11. Check the toes for possible pressure from the stocking.
12. Adjust the stocking as needed.
13. **Leave the resident with a stocking that is smooth without wrinkles or twists.**
14. Lower the bed.
15. Perform hand hygiene.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Hand the call light to the resident.

ASSISTING A DEPENDENT RESIDENT WITH A MEAL

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Pick up the diet card and indicate the resident has received the correct tray.
6. Position the resident in an upright position (at least 75 degrees) before feeding the resident.
7. Protect clothing from soiling by using a clothing protector.
8. Sit to assist with feeding the resident.
9. Describe the foods and fluids being offered to the resident.
10. Offer fluid at least once.
11. Offer small amounts of food at a reasonable rate.
12. Allow resident time to chew and swallow.
13. Remove clothing protector.
14. Place clothing protector in a designated laundry hamper, or, if disposable, discard it in the trash can.
15. Perform hand hygiene.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Hand the call light to the resident.
18. Leave the resident upright – at least 75 degrees.
19. Record intake of total solid food eaten as a percentage on the previously signed recording form.
20. **The candidate's calculation must be within 25 percentage points of the RN Test Observer's calculation.**
21. Record fluid intake as mLs consumed on previously signed recording form.
22. **The candidate's calculation is within 25 mLs of the RN Test Observer's calculation.**

DENTURE CARE – UPPER OR LOWER PLATE

[ONLY ONE PLATE IS USED FOR TESTING]

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. **Line the bottom of the sink (towel, washcloth, or paper towels) with a protective lining or fill the sink with water to prevent damage to the denture in case it is dropped.**
5. **Put on gloves BEFORE handling the denture.**
6. Carefully remove the denture from the cup.
7. Handle the denture carefully to avoid damage.
8. Rinse the denture cup.
9. Rinse the denture cup lid.
10. Add cool, clean water to the denture cup.
11. Never put the denture in/on a contaminated surface.
12. Apply denture cleanser to the toothbrush.
13. Thoroughly brush the inner surfaces of the denture.
14. Thoroughly brush the outer surfaces of the denture
15. Thoroughly brush the chewing surfaces of the denture.
16. Thoroughly brush the denture groove or plate that touches the gum surface of the denture.
17. Rinse the denture using clean, cool running water.
18. Place the denture in the denture cup.
19. Put the lid on the denture cup.
20. Rinse and dry equipment and return to storage.
21. Discard the sink's protective lining in an appropriate container, or drain the sink.
22. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
23. Perform hand hygiene.
24. Maintain respectful, courteous interpersonal interactions at all times.
25. Hand the call light to the resident.

DRESSING A BEDRIDDEN RESIDENT

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. Keep the resident covered during the skill, avoiding unnecessary exposure.
6. **Remove the gown from the unaffected side first.**
7. Place the used gown in the laundry hamper.
8. **When dressing the resident in a shirt, always dress the affected side first.**
9. When dressing the resident in a shirt/blouse, insert the hand through the sleeve of the shirt/blouse and grasp the hand of the resident.
10. Leave the resident in correct body alignment.
11. Leave the resident properly dressed.

12. Perform hand hygiene.
13. Maintain respectful, courteous interpersonal interactions at all times.
14. Hand the call light to the resident.

FOOT CARE - ONE FOOT

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. **Put on gloves BEFORE beginning foot care.**
6. Fill a basin with comfortably warm water.
7. Immerse foot in comfortably warm water for 10 to 20 minutes (time is to be verbalized).
8. Use water and a soapy washcloth.
9. Wash entire foot.
10. Wash between toes.
11. Rinse entire foot.
12. Rinse between toes.
13. Dry foot thoroughly, dry between toes thoroughly.
14. Warm lotion by rubbing it between your hands.
15. Apply lotion over the entire foot.
16. Do not get lotion between toes.
17. If there is any excess lotion on the foot, wipe it with a towel.
18. Pour used water in the toilet/commode or sink.
19. Rinse and dry the basin.
20. Return equipment to storage.
21. Place dirty linen in the laundry hamper.
22. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
23. Perform hand hygiene.
24. Maintain respectful, courteous interpersonal interactions.
25. Hand the call light to the resident.

MAKING AN OCCUPIED BED

1. Knock on the door.
2. Perform hand hygiene.
3. Provide privacy for the resident - pull the curtain.
4. Explain the procedure to be performed for the resident.
5. Gather linen.
6. Transport linen away from the body.
7. Place clean linen on a clean surface - (bedside stand, chair, or overbed table).
8. Direct the RN Test Observer to stand on the opposite side of the bed or raise the side rail opposite the working side of the bed.
9. Raise the bed.

10. Resident is to remain covered at all times with a sheet or a gown.
11. Assist the resident to roll onto their side toward the RN Test Observer or the side rail.
12. Roll or fanfold soiled linen, soiled side inside, to the center of the bed.
13. Place a clean bottom sheet on the mattress along the center of the bed, and roll or fan-fold it against the resident's back and unfold the remaining half.
14. Secure two fitted corners.
15. Direct the RN Test Observer to the opposite side of the bed or use the side rails.
16. Assist the resident to roll over the bottom linen, preventing trauma and avoidable pain to the resident.
17. Remove soiled linen without shaking.
18. Avoid placing dirty linen on the overbed table, bedside stand, chair, or floor.
19. Avoid touching linen on the uniform.
20. Place soiled linen in the laundry hamper.
21. Pull through and smooth out the clean bottom linen.
22. Secure the other two fitted corners.
23. The resident's body never touches the bare mattress.
24. Place clean top linen over the covered resident.
25. Remove used top linen, keeping the resident unexposed at all times.
26. Tuck in clean top linen at the foot of the bed.
27. Apply a clean pillowcase with zippers and/or tags to the inside.
28. Gently lift the resident's head while replacing the pillow.
29. Lower the bed.
30. Lower the side rail if raised.
31. Perform hand hygiene.
32. Maintain respectful, courteous interpersonal interactions at all times.
33. Hand the call light to the resident.

MODIFIED BED BATH- FACE AND ONE ARM, HAND AND AXILLA

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. **Put on gloves BEFORE washing the resident.**
6. Raise the bed.
7. Remove the resident's gown without exposing the resident.
8. Fill a basin with comfortably warm water.
9. **Wipe eyes gently from inner eye toward outer eye, using a clean portion of the washcloth with each wipe.**
10. Wash the whole face without soap.
11. Dry face.
12. Place a towel under the arm, exposing one arm.
13. Using soap: wash the arm.
14. Using soap: wash the hand.
15. Using soap: wash the axilla.
16. Rinse the arm.
17. Rinse the hand.

18. Rinse the axilla.
19. Dry the arm.
20. Dry the hand.
21. Dry the axilla.
22. Assist the resident in putting on a clean gown.
23. Rinse and dry the basin and return it to storage.
24. Place soiled linen in an appropriate container.
25. Lower the bed.
26. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
27. Perform hand hygiene.
28. Maintain respectful, courteous interpersonal interactions at all times.
29. Hand the call light to the resident.

MOUTH CARE—BRUSH A RESIDENT'S TEETH

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. Drape the chest with a clothing protector to prevent soiling.
6. Raise the head of the bed at least 75 degrees BEFORE providing mouth care.
7. **Put on gloves BEFORE providing mouth care.**
8. Apply toothpaste to a toothbrush.
9. **Brush all inner surfaces of all upper and lower teeth.**
10. **Brush all outer surfaces of all upper and lower teeth.**
11. **Brush all chewing surfaces of all upper and lower teeth.**
12. Clean tongue.
13. Assist the resident in rinsing their mouth.
14. Wipe the resident's mouth.
15. Remove soiled clothing protector.
16. Place soiled linen in a laundry hamper or dispose of the clothing protector, if used.
17. Empty the emesis basin.
18. Rinse the emesis basin.
19. Dry the emesis basin.
20. Rinse the toothbrush.
21. Return equipment to storage.
22. Remove gloves, turning them inside out without contaminating yourself, and dispose of them in an appropriate container.
23. Leave the resident in a position of comfort.
24. Perform hand hygiene.
25. Maintain respectful, courteous interpersonal interactions at all times.
26. Hand the call light to the resident.

PIVOT-TRANSFER A WEIGHT-BEARING, NON-AMBULATORY RESIDENT FROM THEIR BED TO A WHEELCHAIR USING A GAIT BELT

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Obtain a gait belt.
6. Position the wheelchair at the foot or head of the bed.
7. Wheelchair touches bed.
8. **Lock the wheelchair brakes to ensure the resident's safety.**
9. **Lock the bed brakes to ensure the resident's safety.**
10. Assist the resident in putting on non-skid footwear.
11. Assist the resident to a sitting position using proper body mechanics.
12. Ensure the resident's feet are flat on the floor.
13. Place the gait belt around the resident's waist to stabilize the trunk.
14. Tighten the gait belt so that it is snug enough that only 3-4 flat fingers can be slipped between the gait belt and the resident.
15. Grasp the gait belt in an underhand grip with both hands to stabilize the resident.
16. Ask the resident if they are stable/okay/dizzy.
17. Assist the resident to a standing position using proper body mechanics.
18. To ensure safety, assist the resident to pivot and sit in a wheelchair in a controlled manner without ambulating the resident.
19. Remove the gait belt.
20. Leave the resident in a position of safety and comfort.
21. Perform hand hygiene.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Hand the call light to the resident.

RANGE OF MOTION (ROM) FOR A RESIDENT'S LOWER EXTREMITIES (HIP AND KNEE)

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. Position the bed flat.
6. **Position the resident on their back (supine).**
7. **Correctly supports joints at the knee and ankle at all times.**
8. Ask if causing any discomfort or pain sometime during the ROM procedure.
9. Move the entire leg away from the body (abduction).
10. Move the entire leg toward the body (adduction).
11. Complete abduction and adduction of the hip at least three times.
12. Continue to correctly support joints by placing one hand under the resident's knee and the other hand under the resident's ankle.
13. Bend the resident's knee and hip toward the resident's trunk (flexion of hip and knee at the same time - may also do separately).

14. Straighten the knee and hip (extension of knee and hip in the same motion - may also do separately).
15. Complete flexion and extension of the knee and hip at least three times.
16. Do not force any joint beyond the point of free movement.
17. Leave the resident in a comfortable position.
18. Perform hand hygiene.
19. Maintain respectful, courteous interpersonal interactions at all times.
20. Hand the call light to the resident.

RANGE OF MOTION (ROM) FOR A RESIDENT'S UPPER EXTREMITIES (ONE SHOULDER)

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. **Position the resident on their back (supine).**
6. **Correctly support joints at the wrist and elbow at all times.**
7. Ask if causing any discomfort or pain sometime during the ROM procedure.
8. Raise the resident's straight arm up as close to the ear as possible (flexion).
9. Lower the resident's arm back down to the resident's side (extension).
10. Complete flexion and extension of the shoulder at least three times.
11. Continue to correctly support joints by placing one hand under the resident's wrist and the other hand under the resident's elbow.
12. Move the resident's entire arm out away from the body (abduction).
13. Return arm to the side of the resident's body (adduction).
14. Complete abduction and adduction of the shoulder at least three times.
15. Do not force any joint beyond the point of free movement.
16. Leave the resident in a comfortable position.
17. Perform hand hygiene.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Hand the call light to the resident.

REPOSITION A RESIDENT ON THEIR SIDE IN BED

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident - pull the curtain.
5. Position the bed flat.
6. Raise the bed.
7. **Ensure that the resident's face never becomes obstructed by the pillow.**
8. Direct the RN Test Observer to stand in a position opposite the working side of the bed to ensure safety, or use side rails, or always turn the resident towards self.
9. From the working side of the bed - move the resident's upper body toward self.
10. From the working side of the bed - move the resident's hips toward self.
11. From the working side of the bed - move the resident's legs toward self.

12. Move to the opposite side of the bed, if the RN Test Observer wasn't directed, or side rails are not used, and turn the resident toward self; otherwise, may remain on the working side of the bed and turn the resident toward the RN Test Observer or raised side rail.
13. Assist/turn the resident onto their side.
14. Ensure the resident is not lying on their downside arm.
15. Maintain the resident's correct body alignment with the head of the bed flat.
16. Place support devices under the resident's head.
17. Place support devices under the resident's upper arm.
18. Place support devices behind the resident's back.
19. Place support devices between the resident's knees and ankles.
20. Lower the bed.
21. Lower the side rail if raised.
22. Perform hand hygiene.
23. Maintain respectful, courteous interpersonal interactions at all times.
24. Hand the call light to the resident.

VITAL SIGNS – COUNT AND RECORD THE RESIDENT'S RADIAL PULSE AND RESPIRATION

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Locate the radial pulse by placing the tips of fingers on the thumb side of the resident's wrist.
6. Count pulse for a full 60 seconds/one full minute.
    - Advise the RN Test Observer when you start counting and when you stop counting the pulse.
7. Count respirations for a full 60 seconds/one full minute.
    - Advise the RN Test Observer when you start counting and when you stop counting the pulse.
8. Perform hand hygiene.
9. Maintain respectful, courteous interpersonal interactions at all times.
10. Hand the call light to the resident.
11. Record pulse count on the previously signed recording form.
12. **The candidate's recorded pulse rate is within 4 beats of the RN Test Observer's recorded rate.**
13. Record the respirations count on the previously signed recording form.
14. **The candidate's recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded rate.**

VITAL SIGNS – TAKE AND RECORD THE RESIDENT'S MANUAL BLOOD PRESSURE

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. Position the resident with the forearm relaxed and supported in a palm-up position, approximately at the level of the heart.
6. Roll the resident's sleeve up about 5 inches above the elbow.
7. Apply an appropriately sized cuff around the upper arm just above the elbow.

8. Locate the brachial artery with finger tips.
9. Line cuff arrows up with the brachial artery.
10. Clean the earpieces of the stethoscope appropriately and place them in the ears.
11. Clean the diaphragm.
12. Place the stethoscope diaphragm over the brachial artery.
13. Hold the stethoscope diaphragm snugly in place.
14. Inflate cuff to 160-180mmHg or 30 mmHg above where pulse was last heard or felt.
15. Inflate the blood pressure cuff no more than two times per arm if using the one-step method.
16. Slowly release air from the cuff to disappearance of pulsations.
17. Remove cuff.
18. Perform hand hygiene.
19. Maintain respectful, courteous interpersonal interactions at all times.
20. Hand the call light to the resident.
21. Record the blood pressure reading on the previously signed recording form.
22. **The candidate's recorded systolic blood pressure recording is within 8mmHg of the RN Test Observer's recording.**
23. **The candidate's recorded diastolic blood pressure recording is within 8mmHg of the RN Test Observer's recording.**

WEIGHING AN AMBULATORY RESIDENT

1. Knock on the door.
2. Perform hand hygiene.
3. Explain the procedure to be performed for the resident.
4. Provide privacy for the resident – pull the curtain.
5. **Balance or set the scale to zero BEFORE weighing the resident.**
6. Ensure the resident is wearing non-skid footwear BEFORE assisting to ambulate.
7. Assist the resident in stepping onto the scale.
8. Check that the resident is balanced and centered on the scale.
    - Ensure that they are not holding onto anything and their arms are at their side.
9. Weigh the resident.
10. Assist the resident off the scale.
11. Assist the resident to the chair.
12. Ensure safety at all times.
13. Perform hand hygiene.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Hand the call light to the resident.
16. Record the weight count on the previously signed recording form.
17. **The candidate's recorded weight varies no more than 2 lbs. from the RN Test Observer's reading.**

KNOWLEDGE EXAM VOCABULARY LIST

abdominal thrust
abuse
accidents
accountability
accountable
acute
adaptive
adaptive devices
adaptive equipment
adduction
ADL
admission
admitting resident
affected side
aging process
agitation
AIDS
alarm
Alzheimer's
ambulation
anatomy
anemia
angry
anterior
anti-embolic stocking
antibiotics
anxiety
aphasia
apical
applying gloves
arteries
arthritis
aspiration
assistive device
atrophy
attitudes
bacteria
basic care
basic needs
basic nutrition
basic rights

basic skin care
bathing
bed position
bedpan
bedrails
bedrest
biohazard
bipolar
bladder training
bleeding
blindness
blood pressure
blood pressure reading
body alignment
body fluids
body language
body mechanics
body system
body temperature
bone loss
boundaries
bowel program
BPH
breathing
breathing rates
brittle bones
bronchitis
call light
cancer
cardiopulmonary resuscitation
cardiovascular system
care
care impaired
care plan
care planning
cataracts
catastrophic reactions
catheter
catheter care
cc's in an ounce
central nervous system

certification renewal
CEU
chain of command
charge nurse
charting
chemotherapy
chicken pox
choking
chronic
cleaning spills
clear liquid diet
clergy
CNA role
cognitively impaired
cold application
cold pack
colostomy
coma
communicable
communication
compression
conduct
conduct unbecoming
confidentiality
conflict
conflict resolution
confused resident
congestive heart failure
constipation
constrict
contaminated equipment
contamination
continuing education
continuity
contracture
converting measures
CPR
cross contamination
cultural
culture
dangling

de-escalation	electrical equipment	group settings
death and dying	electrical safety	HAI
decubitus ulcer	elimination	hair care
deeper tissue	elopement	hand sanitizer
defamation	emesis	hand washing
dehydration	emesis basin	hazardous waste
delegation	emotional abuse	health-care team
delusions	emotional needs	hearing
demanding resident	emotional support	hearing aid
dementia	empathy	hearing loss
denture care	emphysema	heart
dentures	endocrine system	heart disease
dependability	ethics	heart muscle
depression	evacuation	heart rates
developmental disability	evacuation procedures	heat application
diabetes	eye glasses	high fowler's
diabetic	facility policy	hip precautions
dialysis	facility standards	HIPAA
diastolic	falls	hoarding
diet	fatigue	holistic care
dietitian	feeding	hormones
digestion	feeding tubes	hospice
digestive system	fingernail care	hydration
disability	fire	hypertension
discharging resident	fire evacuation	hypoglycemia
disease	fire safety	impairment
disease process	flexed	in-house transfer
disinfection	fluid	incident report
disoriented	fluid intake	incontinence
dizziness	Foley catheter	indwelling catheter
DNR	foot care	infection
documentation	foot drop	infection control
draw sheet	force fluid	infection prevention
dressing	Fowler's	infectious disease
droplets	fraud	input and output
dry skin	frayed cord	intake
dying	free from disease	intake and output
dysphagia	gait belt	integumentary system
dysphasia	gastrostomy tube	interpersonal skills
dysuria	geriatrics	isolation
edema	gerontology	isolation precautions
elastic stockings	gifts	jaundice
elderly	gloves	job application

job description
job interview
job responsibility
lactose intolerance
legal ethics
legal responsibilities
life support
lift/draw sheet
lifting
linen
loose teeth
low blood sugar
making an occupied bed
masturbation
material safety data sheets
MDS
mealtime
measurement
measuring
mechanical lift
medical asepsis
medical record
memory loss
mental health
mental illness
mentally impaired
metastasis
microorganism
military time
misappropriation
mites
mobility
morning care
mouth care
moving
mucous membrane
Multiple Sclerosis
musculoskeletal system
nasal cannula
nausea and vomiting
neglect
negligence
non-verbal communication

NPO
nurse
nursing assistant's role
nutrients
nutrition
objective
Occupational Safety and Health Administration Standards
official records
ombudsman
open-ended questions
oral care
oral hygiene
oral temperature
orientation
orthostatic hypotension
orthotic device
osteoporosis
ostomy bag
overbed table
oxygen
oxygen concentrator
oxygen use
pain
paralysis
parasites
Parkinson's
partial bath
PASS
passive
pathogen
patience
perineal care
peristalsis
personal care
personal hygiene
personal items
personal protective equipment
personal stress
pet therapy
phantom pain
phobia
physical change

physical needs
physical therapist
physician's authority
pillaging
podiatrist
positioning
positioning devices
PPE
precautions
prefix
pressure injury
pressure ulcer
privacy
prostate gland
prosthesis
prosthetic
providing privacy
psychosis
psychosocial
pulse
pulse oximeter
quadriplegia
radial
range of motion
rash
rectal
rehabilitation
religious service
reminiscing
renewal
reporting
reposition
requirements
resident abuse
resident behavior
resident belongings
resident harm
resident independence
resident rights
resident unit
Resident's Bill of Rights
resident's chart
resident's environment

residents	social needs	thrombus
respectful treatment	social worker	tips
respiration	soiled linen	toenails
respiratory disease	specimen	traction
respiratory symptoms	spills	transfer belt
respiratory system	spiritual needs	transfers
responding to resident behavior	spirometer	transmission
responsibility	sputum	transporting food
restorative care	sputum specimen	transporting linens
restraint	standard precautions	tub bath
restraint alternative	STAT	tubing
resume	state certification exam	twice daily
rights	state survey	tympanic
role	stealing	unconscious
roles and responsibilities	sterilization	uniform
safety	sternal precautions	unsteady
safety precautions	stockings	urinary catheter
sanitizer	stoma	urinary catheter bag
scale	stomach	urinary elimination
scope of practice	stool specimen	urinary system
SDS	stress	urinary tract
seizure	stroke	urine
self-esteem	subjective	validation
sensory system	substance abuse	validation therapy
sexual activity	sundowning	varicella virus
sexual expression	supplemental feedings	varicose veins
sexual harassment	supportive device	vision change
sexual needs	survey	visual impairment
sexuality	suspected abuse	visually impaired
sharps container	swallowing	vital signs
shaving	systolic	wandering resident
shearing	task	warm or cold applications
shingles	TED hose	water faucets
Sitz bath	telephone etiquette	weakness
skilled care facility	temperature	weighing
skin	tendons	weight
skin integrity	terminal illness	wheelchair safety
skin observation	terminology	white blood cells
smoking	threatening resident	workplace violence

Notes: