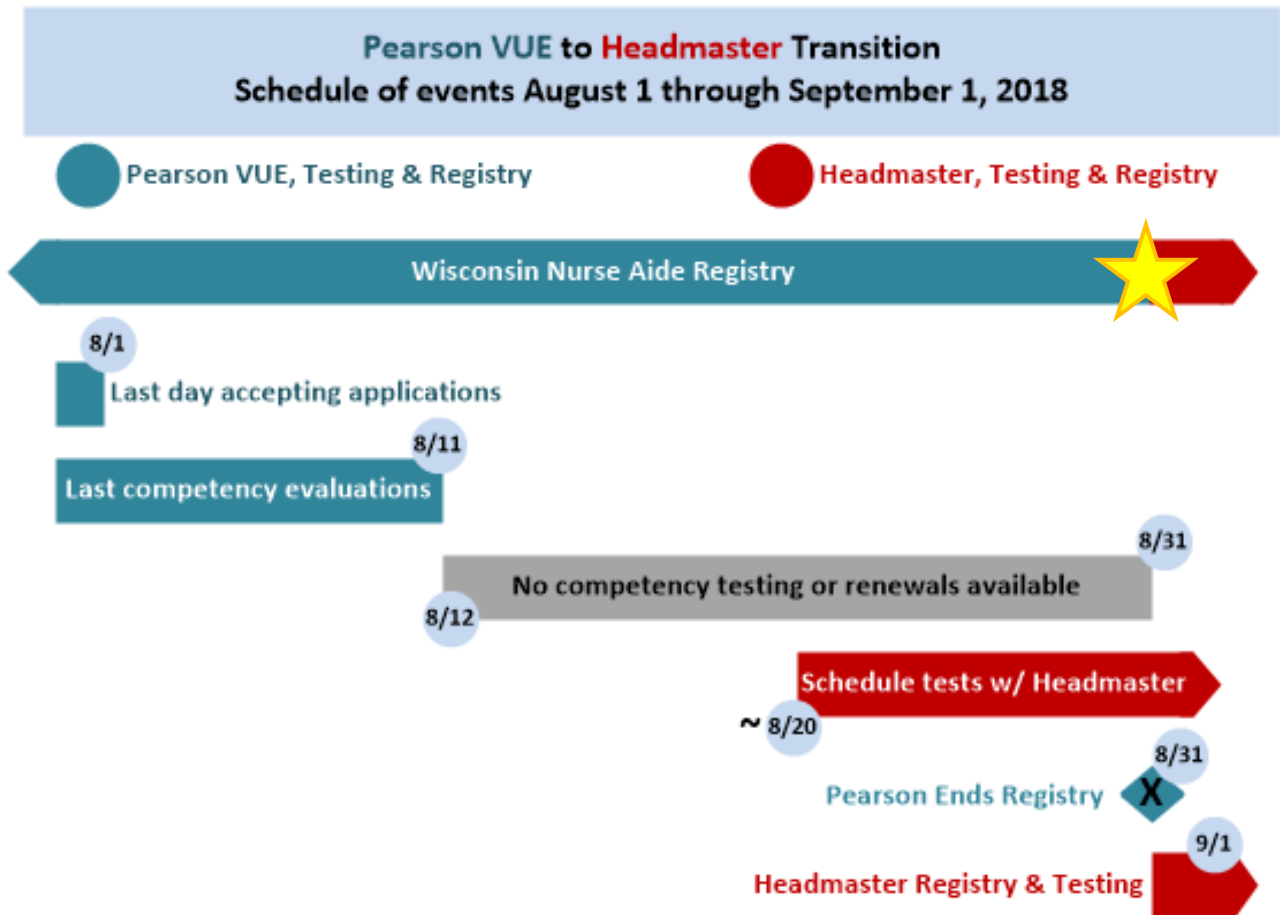


## Wisconsin Nurse Aide Transition Timeline – What does this mean for you?

Effective September 1, 2018, the management of the NAR/NATCEP will transition to D & S Diversified Technologies LLP dba as HEADMASTER out of Findlay, OH and Helena, MT.



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## 1) Candidates / Training Programs – Competency Testing

### Candidate Testing Availability

There will be a period between August 12 and September 1 where Competency Testing will not occur. Test availability prior to August 12 is filling up quickly – so if not already registered to test, consider waiting until test registration opens with Headmaster on September 1.

### If candidate has not already registered for Competency Examination

**Candidates who completed a training program have up to one year to take the Competency Exam.**

- If you've not registered for an exam with Pearson, it may be best to wait and register online with Headmaster after September 1, 2018.
  - Create an Account with Headmaster ([See Section 6\\*](#))
  - Review your demographic information for accuracy
  - Schedule/register for available exam

**If training program is registering a group of candidates for testing, they can start the registration process with Headmaster after August 20, 2018.**

- Register by calling Headmaster toll-free
  - 888-401-0462
- The Registry itself will not be available online via Headmaster until September 1, 2018
  - Candidates should still login after September 1<sup>st</sup> to validate their data
  - Create an Account with Headmaster ([See Section 6\\*](#))

### If candidate already applied with Pearson and has a confirmed test date and site

Take the exam as scheduled.

### If candidate already applied with Pearson but did NOT get a test reservation

Registration materials, including payment, will be returned to sender.

#### If it is prior to September 1, 2018

- Destroy/void your check
- Mail Pearson application packet (less the check) to Headmaster
  - Headmaster  
Wisconsin Application Materials  
333 Oakland Av  
Findlay, OH 45840

#### If it is after September 1, 2018

- Destroy/void your check
- Create an Account with Headmaster ([See Section 6\\*](#))
- Review your demographic information for accuracy
- Schedule/register for available exam

## Training Programs / Instructors – AFTER September 1, 2018

### Training Program- Coordinators

Review your information and confirm your associated instructor list.

- Create an Account with Headmaster ([See Section 6\\*](#))
- Ensure all your instructors:
  - Are set up in the system
  - Are associated with your program
  - Each have a valid email address

### Instructors Upon Coordinator Notification

Once you have been notified by your coordinator that your name has been added to your program's list, create your Headmaster account and review your demographic information

- Create an Account with Headmaster ([See Section 6\\*](#))
- Review your demographic information for accuracy

## 2) Test Sites – Need to Re-Apply

### Test Sites will need to re-apply with Headmaster

- Visit Headmaster's website at [hdmaster.com](http://hdmaster.com) and select **WISCONSIN**
- Under **Test Site Information**
  - Complete Test Site Agreement form 1502
  - Complete Test Site Equipment List form 1503
- Contact Program Manager Jill Hovest at [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) or call toll-free 888-401-0462 with any questions. New Test Sites will require an on-site inspection prior to scheduling competency tests.

## 3) Test Teams – Need to Take Certification Training and Apply

*This includes Proctors, Actors and Evaluators (now referred to as RN Test Observers)*

### Test Teams will need to complete training and be certified

- Visit Headmaster's website at [hdmaster.com](http://hdmaster.com) and select **WISCONSIN**
- Register for upcoming Certification Training Workshop Sessions
  - Download the Workshop Registration Form and request a workshop of your choice
  - Contact Wisconsin's Program Manager Jill Hovest at [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) or call toll-free 888-401-0462
- Complete RN Test Observer Application Form 1500
  - Include an updated resume
  - Include a copy of your nursing license

## Test Teams will need to apply with Headmaster

To apply as a three person Certified Test Team

- Complete **RN Test Observer Information**
  - Test Observer Confidentiality/Nondisclosure Agreement Form 1501
  - Test Observer Agreement Form 1505
  - Training Affidavit Form 1511
- Contact Jill Hovest at [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) or call toll-free 888-401-0462

## 4) Providers / Employers – Check your Bookmarks

*The Registry is not anticipated to have any down time due to transition*

### Through August 31, 2018

- Continue to visit Wisconsin's Registry via [Pearson VUE](#) to verify CNA Registry status

### After September 1, 2018

- Visit Wisconsin's Registry via Headmaster [wi.tmuniverse.com](http://wi.tmuniverse.com) to verify CNA Registry status
- Create an Account with Headmaster ([See Section 6\\*](#)) to validate employment requirements

## 5) Certified Nurse Aides / Renewals Online

*Pearson will stop taking renewal applications August 1, 2018*

### Through August 31, 2018 – Mail your renewal application to DHS/OCQ

DHS will hold your application to process September 1, 2018

DHS - Division of Quality Assurance  
Office of Caregiver Quality Room 450  
1 West Wilson Street  
P.O. Box 2969  
Madison, WI 53701

### Renewals may resume as of September 1, 2018 online via Headmaster

- Process your renewal online at [wi.tmuniverse.com](http://wi.tmuniverse.com)
  - Create an Account with Headmaster ([See Section 6\\*](#))
- Future reminder renewal notices will be emailed (with valid email address)

## 6) Create an Account with Headmaster \*

### Registry goes live with Headmaster September 1, 2018

- **Register** online at [wi.tmuniverse.com](http://wi.tmuniverse.com)
  - Your **login ID will be your email address**
  - Click **<Forgot Your Password?>**. Valid email addresses will be sent a link – follow the link to reset/create a password.
  - If you have trouble or email address is not in the system
    - Call toll-free to get your temporary password - 888-401-0462
    - Log in with temporary password – Change password
  - Review your demographic information for accuracy