



Wyoming Nurse Aide Candidate Handbook

EFFECTIVE: July 2023

Version 1 (**Posted 6-13-2023**)

UPDATE: JUNE 13, 2023

Virtual Knowledge Testing Option has been added.

Pages 28-30

Contact Information

<p>Questions regarding: testing process • test scheduling • eligibility to test (888) 401-0462</p> <p>Questions regarding: Nurse Aide Registry, obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs • updating your name, address or requesting a duplicate CNA certificate • verification of current nurse aide certification • renewal, reciprocity and equivalency information (307) 777-7601</p>		
<p>D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP PO Box 6609 Helena, MT 59604 Email: wyoing@hdmaster.com Web Site: www.hdmaster.com</p>	<p>Monday through Friday 6:00AM – 6:00PM Mountain Standard Time (MST)</p> <hr/> <p>Wyoming TMU© Webpage: http://wy.tmutest.com</p>	<p>Phone #: (888) 401-0462</p> <p>Phone #: (888) 401-0465</p> <p>Fax #: (406) 442-3357</p>
<p>Wyoming State Board of Nursing (WSBN) 130 Hobbs Avenue, Suite B Cheyenne, WY 87002 Email: wsbn-info-licensing@wyo.gov Wyoming Nurse Aide Web Site: http://wsbn.wyo.gov</p>	<p>Monday through Friday 7:30AM – 4:00PM Mountain Standard Time (MST)</p>	<p>Phone #: (307) 777-7601</p>

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Introduction

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

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

This handbook describes the process of taking the nurse aide competency examination and is designed to help prepare candidates for testing. There are two parts to the nurse aide competency examination—a multiple-choice, knowledge test and a skill test. Candidates must pass both parts of the nurse aide competency exam to be identified and listed on the Wyoming Nurse Aide Registry.

The Wyoming State Board of Nursing (WSBN) has approved D&S Diversified Technologies, LLP (D&SDT)-Headmaster, LLP to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please contact D&SDT-Headmaster at (888)401-0462 or go to D&SDT-Headmaster's [Wyoming Nurse Aide \(NA\) webpage](#) or at www.hdmaster.com and click on 'Wyoming CNA'. The information in this handbook will help you prepare for your examination.

Wyoming Nurse Aide Registry Requirements

The Wyoming Nurse Aide Registry (WYNAR) lists the name of nurse aides who, through training, testing and experience meet federal and/or state requirements to work as a nurse aide in Wyoming. The Registry includes substantiated findings of nurse aide abuse, neglect, misappropriation of resident property, or exploitation involving a nurse aide at a Wyoming State Board of Nursing (WSBN) regulated facility.

A nurse aide candidate, upon successful completion of training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements will be listed on the WYNAR. Review the Nurse Aide Competency Exam section below to help prepare for the exam.

Registry Renewal

To maintain eligibility to work you must renew your eligibility every even year. Your initial certificate may not be a full two (2) years depending on when you get issued during the two (2) year period. Nurse aides with misconduct restrictions on the Registry are not eligible for renewal.

- I. A CNA shall demonstrate continuing competency by completing *one* of the following in the past two (2) years:
 - A. Four hundred (400) hours of employment in the CNA role; or
 - B. Two hundred (200) hours of employment in the CNA role and fifteen (15) hours of continuing education; or
 - C. Thirty (30) hours of continuing education; or
 - D. Successfully pass the NATCEP.

- II. If the applicant has not engaged in four hundred (400) hours of employment in the CNA role or two hundred (200) hours of employment in the CNA role and fifteen (15) hours of continuing education during the last five (5) years, the applicant shall:
- A. Successfully complete a State approved CNA training and competency evaluation program again; or
 - B. Successfully pass the NATCEP or similar national exam again.

CNA Certification by Endorsement

This information is for applicants who want to be entered on the WYNAR through the Wyoming Endorsement registry placement process.

TRANSFER (ENDORSE) CERTIFICATE FROM ANOTHER STATE TO WYOMING

If you are a certified nurse aide and meet certain requirements, you may apply for Endorsement from another state to Wyoming. In order to be eligible for Endorsement, you must be a CNA:

- Who is certified in another state
- Whose certification is current and in good standing
- Who has never been certified in Wyoming

The Endorsement application and additional information are available at the following link: [Transfer \(Endorsement\) Information](#)

Americans with Disabilities Act (ADA)

ADA Compliance

The Wyoming State Board of Nursing (WSBN) and D&SDT-Headmaster provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. Accommodations must be approved by D&SDT-Headmaster in advance of examination. The request for accommodations can be found on the [D&SDT-HEADMASTER webpage](#) and clicking on the PDF Fillable [ADA Accommodation Form 1404](#). Fill out the ADA Request and attach with the required documentation found on the second page of the request form to an email to: wyoing@hdmaster.com, in order to be reviewed for an accommodation.

ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

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

The Wyoming Nurse Aide Competency Exam

Payment Information

Exam Description	Price
KNOWLEDGE TEST <i>-or- Knowledge Retake</i>	\$32.00
OPTIONAL: AUDIO KNOWLEDGE TEST <i>-or- Audio Knowledge Retake</i> <i>(The knowledge test questions and answers are read through the computer for you to listen to through headphone/earbuds while you read along.)</i>	\$42.00
SKILL TEST <i>-or- Skill Retake</i>	\$95.00

Complete your Initial Login

Your initial registration information will be entered in D&SDT-Headmaster’s TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to the [Wyoming CNA TMU© \(http://wy.tmutest.com\)](http://wy.tmutest.com) using your secure Email or Username and Password and complete your demographic information.

- It is highly recommended that when you receive your confirmation email from TMU© (check your junk/spam mail) that your record has been created, that you sign in to your record, update your password and complete your demographic information.

If you do not know your Email or Username and Password, enter your email address and click on “Forgot Your Password?” You will be asked to re-enter your email and a ‘reset password link’ will be sent to your email (see instructions under ‘Forgot your Password and Recover your Account’). If you are unable to sign in for any reason, contact D&SDT-Headmaster at (888)401-0462.

See the screen you will see the first time you sign in to your TMU© record on the next page.

Wyoming Nurse Aide Candidate Handbook

Screen you will see the first time you sign in to your TMU© record with the **demographic information you need to enter to complete your record:**

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

FIRST *	MIDDLE	LAST *	SUFFIX
<input type="text" value="Cynthia"/>	<input type="text"/>	<input type="text" value="Sample"/>	<input type="text"/>
SOCIAL SECURITY # *	BIRTHDATE *	PHONE *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>Encrypted for your safety</small>			
ADDRESS *			
<input type="text" value="123 Happy Lane"/>			
CITY *	STATE	ZIPCODE *	
<input type="text" value="Gentry"/>	<input type="text" value="WY"/>	<input type="text"/>	

**Enter the blank * fields
and then click on-
Finish Account Setup**

DISCLAIMER

By completing your account, you consent to your name and certification status being publicly listed on the Wyoming registry

Finish Account Setup

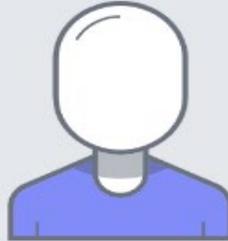
TMU WYOMINGTests Trainings Billing Downloads ProfileSAMPLE

Thanks, your account has now been setup.

Welcome, SAMPLE!



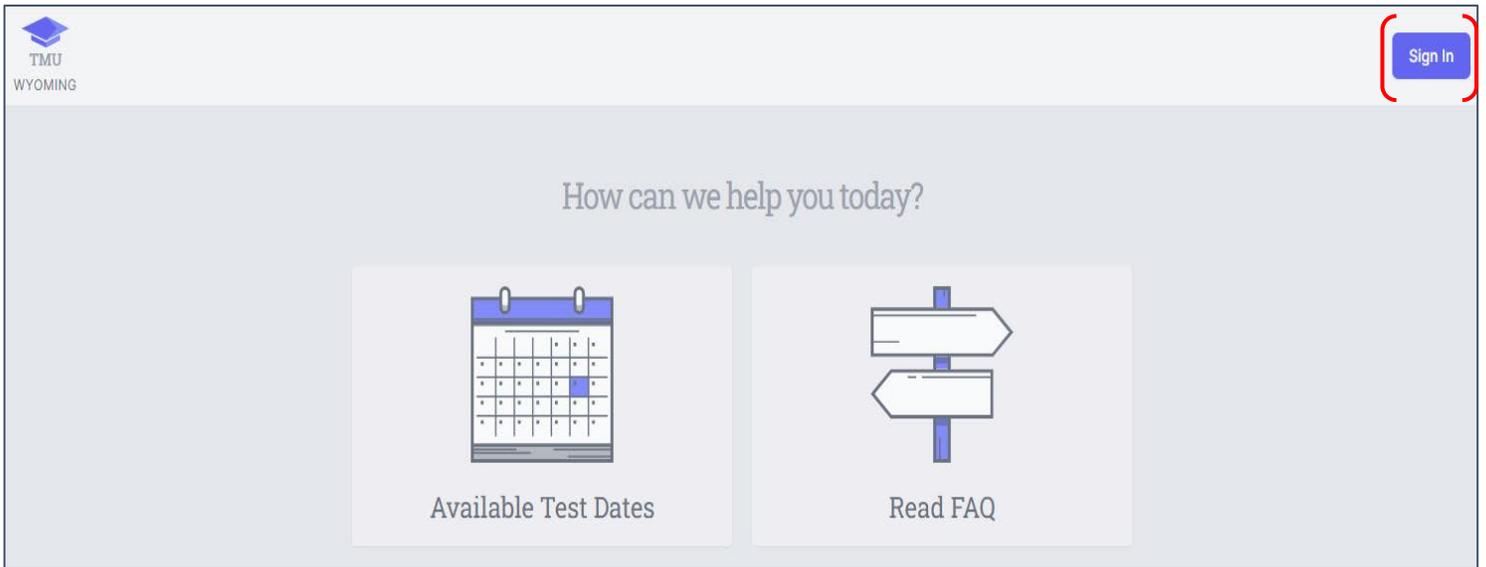
Testing



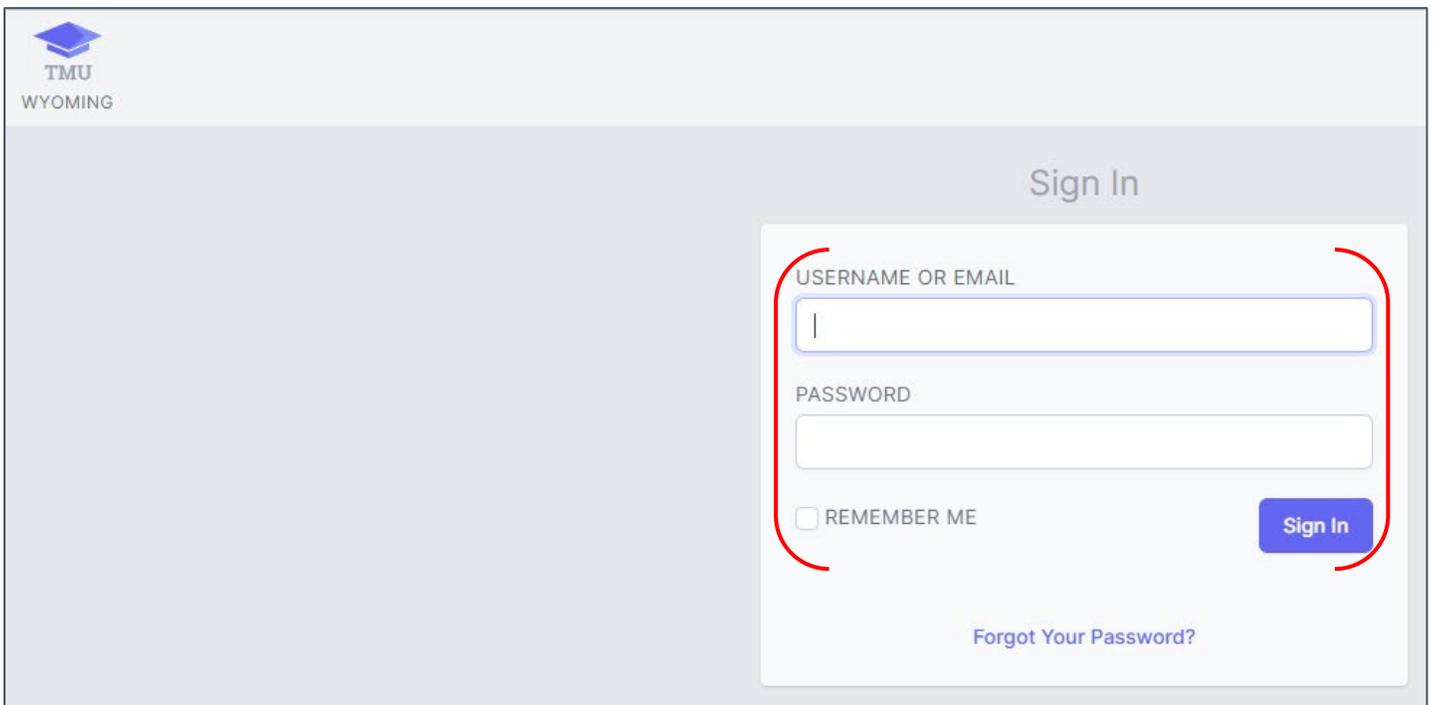
Your Profile

Wyoming Nurse Aide Candidate Handbook

This is the Wyoming CNA TMU© main page <http://wy.tmutest.com>:



This is the screen you see after you click on Sign In where you will enter your Username/Email and Password:



If you have forgotten or do not know your Password, follow the instructions in the next section **'Forgot Your Password and Recover your Account'** to Reset your Password and Recover your Account.

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FORGOT YOUR PASSWORD AND RECOVER YOUR ACCOUNT

If you do not remember your password, follow the 'Forgot Your Password and Recover Your Account' screenshots that follow:

TMU
WYOMING

Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

Sign In

[\(Forgot Your Password?\)](#)

Click on-
Forgot Your Password?

On the next page, follow these instructions:

Type in your Email Address

*Click on –
Recover Account*

An email with the reset link will be emailed to you.

Click on the reset link in your email to reset your password.

-OR-

You can type in the requested data under Using other Information

*Click on -
Recover Account*

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TMU WYOMING Sign In

Recover Your Account

Using your Email Address

E-MAIL ADDRESS *
sample@email.com

Recover Account

OR

Using other Information

LAST 4 OF SSN *
DATE OF BIRTH *
LAST NAME *
ZIP CODE *

Recover Account

TMU WYOMING Sign In

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *
DATE OF BIRTH *
LAST NAME *
ZIP CODE *

Recover Account

Email you will receive
(check your junk/spam
folder):

Reset Password Notification External Inbox x

TMU no-reply@tmutest.com via mg.tmuniverse.com 10:19AM (3 minutes ago)

Wyoming

Hello!
You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

This password reset link will expire in 60 minutes.
If you did not request a password reset, no further action is required.

Regards,
Wyoming CNA

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: [https://](#)

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**Click on-
Reset Password**

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

Reset Your Password

E-MAIL ADDRESS
sample@sampleemail.com

PASSWORD

CONFIRM PASSWORD

Type in your Password and Confirm Password, then click on – Reset Password

Reset Password

This is the home screen you will see once you have reset your password:

TMU WYOMING Tests Trainings Billing Downloads Profile Sample

Logged in as Student Sample Candidate

Welcome, Sample!

Testing Your Profile

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Scheduling a Wyoming Nurse Aide Exam

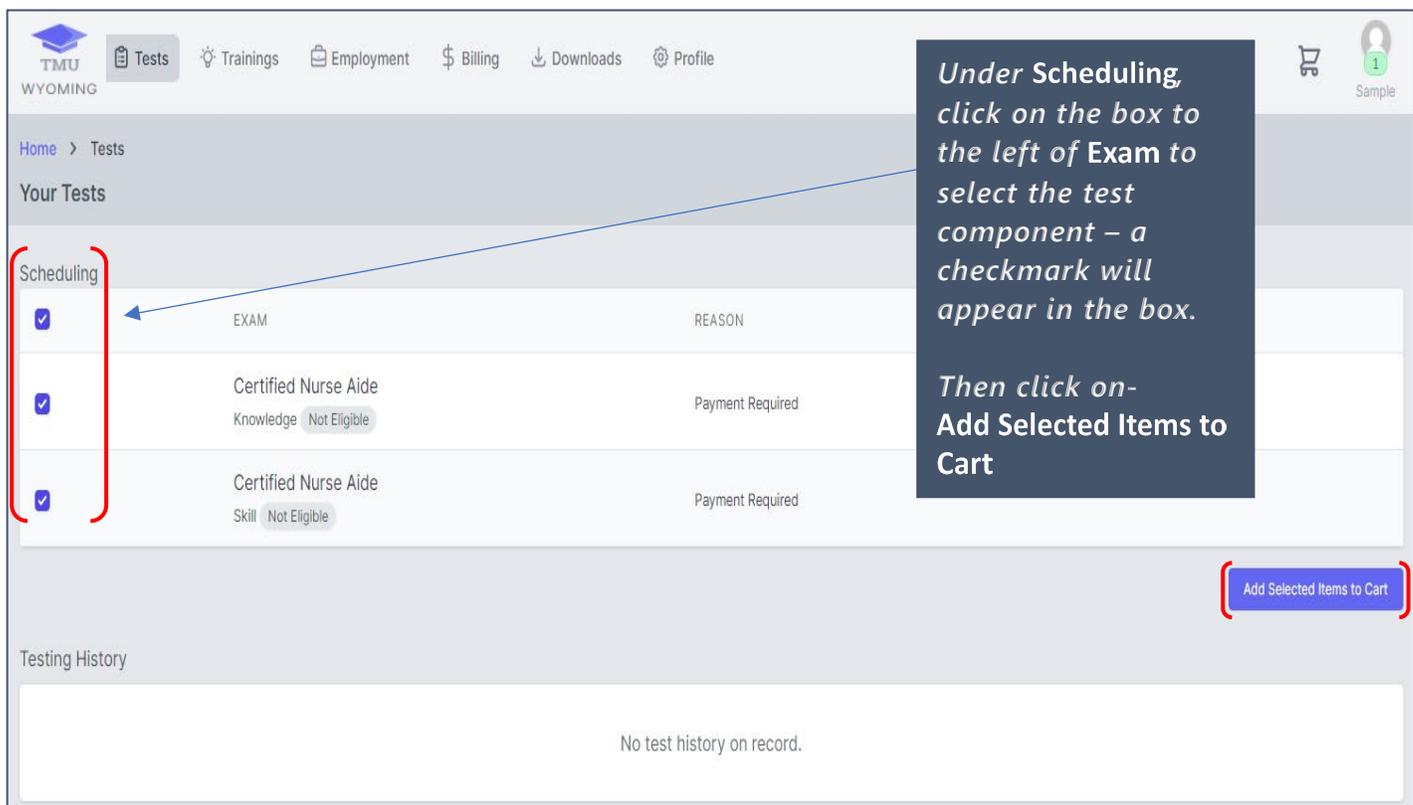
Once you have completed your program and your instructor has entered your training record in the D&SDT-HEADMASTER TestMaster Universe® (TMU®) database and your testing fee has been paid (see instructions under ‘Self-Pay of Testing Fees’), you may schedule your exam date online at the Wyoming TMU® webpage at <https://wy.tmutest.com> using your email and password (see instructions under ‘Scheduling/Rescheduling into a Test Event’). If you are unable to sign in with your email, please call D&SDT-Headmaster for assistance at (888)401-0462 during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding holidays.

To schedule or reschedule your test date, sign in to the Wyoming TMU® webpage at <https://wy.tmutest.com> with your email and password. If you are unable to schedule/reschedule on-line, please call D&SDT-Headmaster at (888)401-0462 during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding holidays, for assistance.

SELF-PAY OF TESTING FEES IN TMU®

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

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



Under Scheduling, click on the box to the left of Exam to select the test component – a checkmark will appear in the box. Then click on- Add Selected Items to Cart

Scheduling	EXAM	REASON
<input checked="" type="checkbox"/>	Certified Nurse Aide Knowledge	Payment Required
<input checked="" type="checkbox"/>	Certified Nurse Aide Skill	Payment Required

Add Selected Items to Cart

Testing History
No test history on record.

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Home > Cart

Cart

✔ Added Certified Nurse Aide Skill to your cart.
 Added Certified Nurse Aide Knowledge to your cart. ✕

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Sample Student	Knowledge	\$32.00	Remove
Certified Nurse Aide for Sample Student	Skill	95.00	Remove
Total:		\$127.00	

Pay with Credit Card

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

click on- Pay with Credit Card

Home > Prepay

Prepay to Schedule

What You're Paying For

DESCRIPTION	COST
Certified Nurse Aide for Sample Student	\$32.00
Certified Nurse Aide for Sample Student	\$95.00
Total:	\$127.00

Pay with a Card

CARDHOLDER NAME

CARD NUMBER

EXP MONTH

EXP YEAR

SECURITY CODE

CARDHOLDER ADDRESS

CITY

STATE

ZIP CODE

Submit Payment

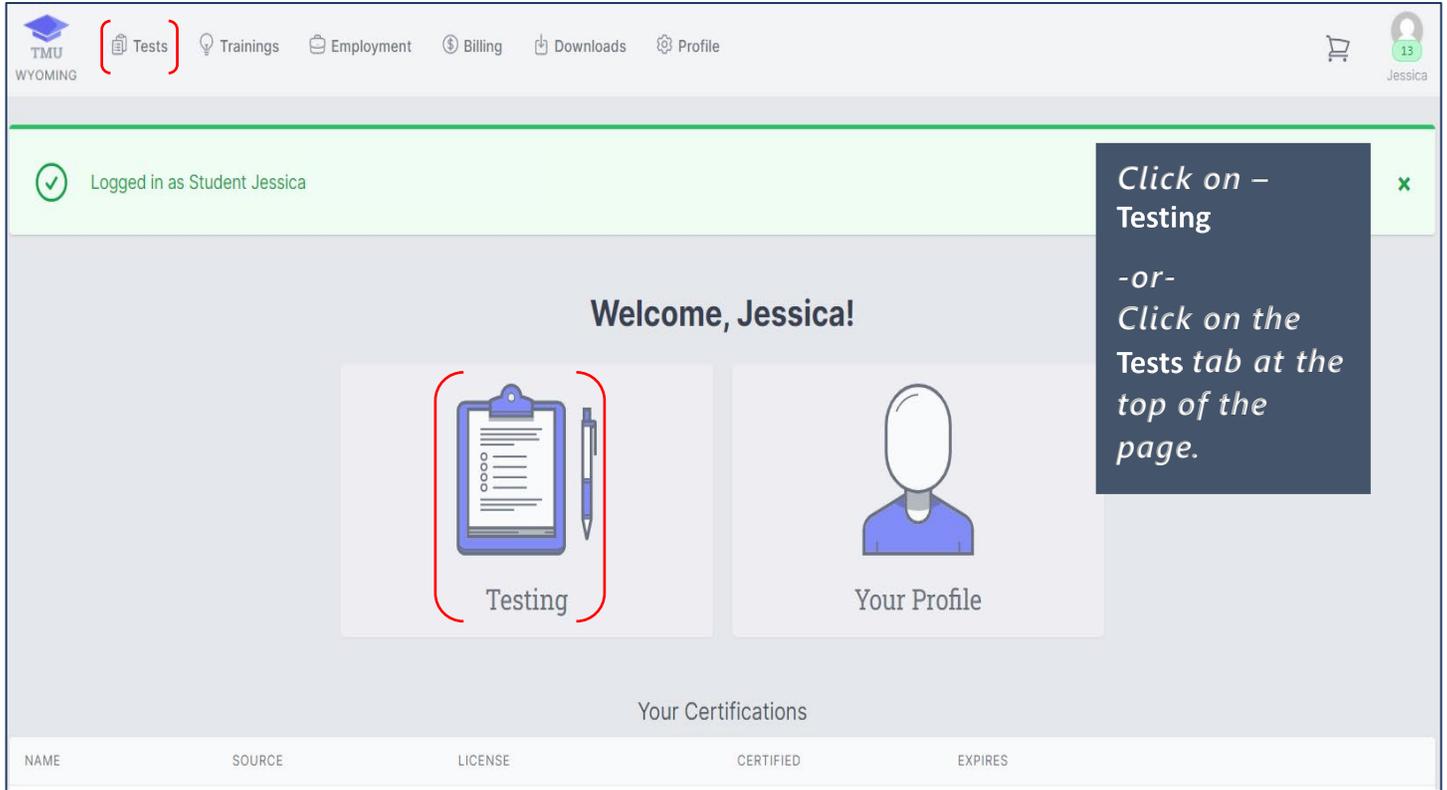
Enter the Credit Card information and then click on- Submit Payment

You will receive a receipt of the transaction.

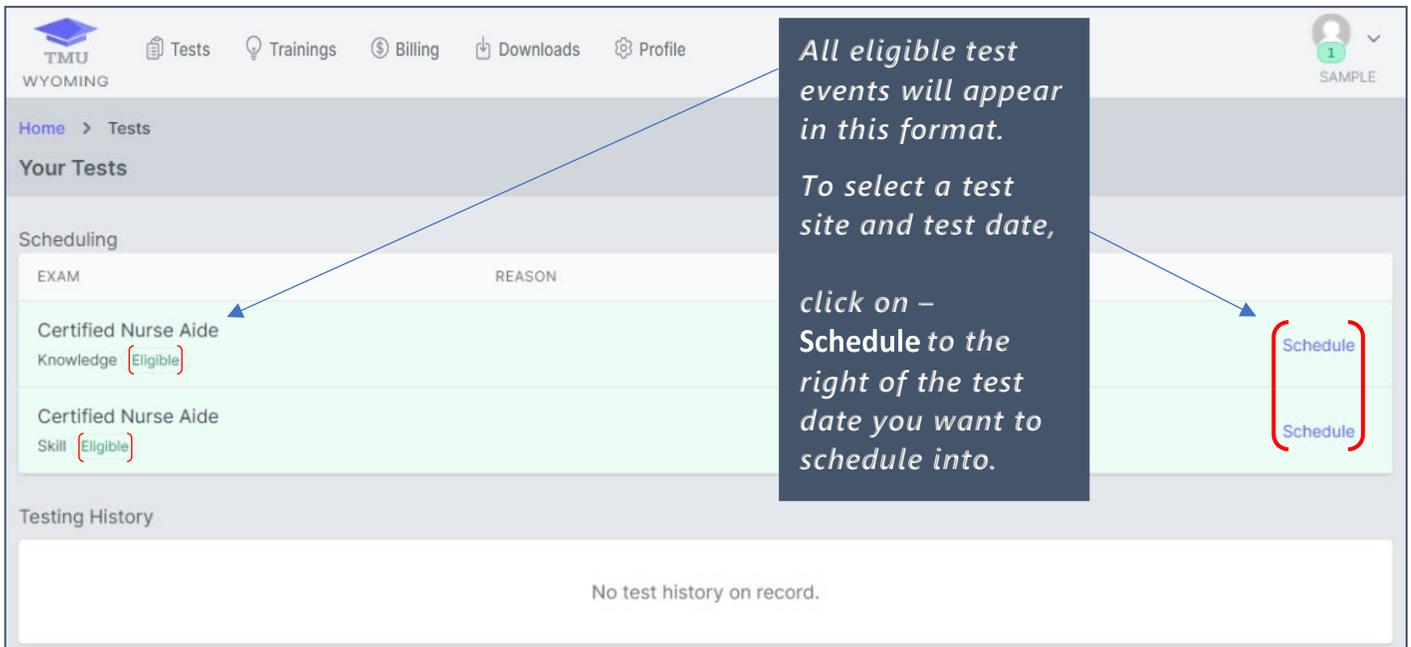
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Once your testing fees are paid, you will be eligible to choose a test site and date. **Follow the instructions in the next section to schedule/reschedule into a test event.**

This is the Wyoming TMU© home page after you have signed in:



SCHEDULE/RESCHEDULE INTO A TEST EVENT



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TMU WYOMING Tests Trainings Billing Downloads Profile

Home > Tests > Find Event

Find Event CERTIFIED NURSE AIDE

TEST DATE	TEST SITE	SCHEDULING FOR
07/15/2021 12:00 PM MST	Practice Test Site (TS) Cheyenne, WY	K Certified Nurse Aide S Certified Nurse Aide
07/15/2021 12:00 PM MST	Practice Test Site (TS) Cheyenne, WY	K Certified Nurse Aide S Certified Nurse Aide

To select a test site and test date, click on – Schedule

wy.tmutest.com says

Schedule into this Event on 07/15/2021 for Certified Nurse Aide Knowledge, Certified Nurse Aide Skill. Are you sure?

OK Cancel

To confirm this is the site and date you want to schedule into, click on – OK

TMU WYOMING Tests Trainings Billing Downloads Profile

Home > Tests

Your Tests

Student CANDIDATE, SAMPLE scheduled into Skill for Certified Nurse Aide.
Student CANDIDATE, SAMPLE scheduled into Knowledge for Certified Nurse Aide.

Scheduling

EXAM	REASON
Certified Nurse Aide Knowledge Not Eligible	Already Scheduled
Certified Nurse Aide Skill Not Eligible	Already Scheduled

Testing History

TEST DATE	EXAM	TEST SITE	STATUS
07/15/2021 12:00 PM CDT	Certified Nurse Aide Knowledge	Practice Test Site (TS) Cheyenne, WY	Scheduled
07/15/2021 12:00 PM CDT	Certified Nurse Aide Skill	Practice Test Site (TS) Cheyenne, WY	Scheduled

This screen confirms you are scheduled into a test date to take your knowledge and/or skills exam. Your status shows Scheduled and a note at the top of your screen also shows you are scheduled. Click on- Test Confirmation Page to see your test confirmation with important reminders for testing.

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TEST CONFIRMATION LETTER

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

The body of the test confirmation letter will refer you to read the Wyoming candidate handbook as it will give you specific instructions on what time to arrive by, ID requirements, dress code, etc.

Note: Failure to read the candidate handbook could result in No Show for your test event for not adhering to the policies of testing, etc.

It is important you read this letter!

TMU Tests Trainings Employment Billing Downloads Profile

WYOMING

Scheduled Test Confirmation - Wyoming Certified Nurse Aide

Get Map Print Page

Test Date: 05/03/2023
Test Time: 9:30 AM CDT
Test Exam: Skill - Certified Nurse Aide
Test Site: Practice Test Site
100 Hope Lane
Cheyenne, WY

SAMPLE CANDIDATE
123 Sunflower Lane
Cheyenne, WY 11111

Click on- Print Page to print your confirmation letter.

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

- TESTING BEGINS AT 9:30 AM CDT ON 05/03/2023: ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK IN
- If you are unable to access your account, go to [https://](https://...) click on 'Forgot Password', enter your Email then click on 'Send Reset Password Link' and following the directions. If you need further assistance, please call D&SDT-Headmaster at 1.888.401.0465.

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

[Click to open the Nurse Aide Candidate Handbook](#)

Driving Directions

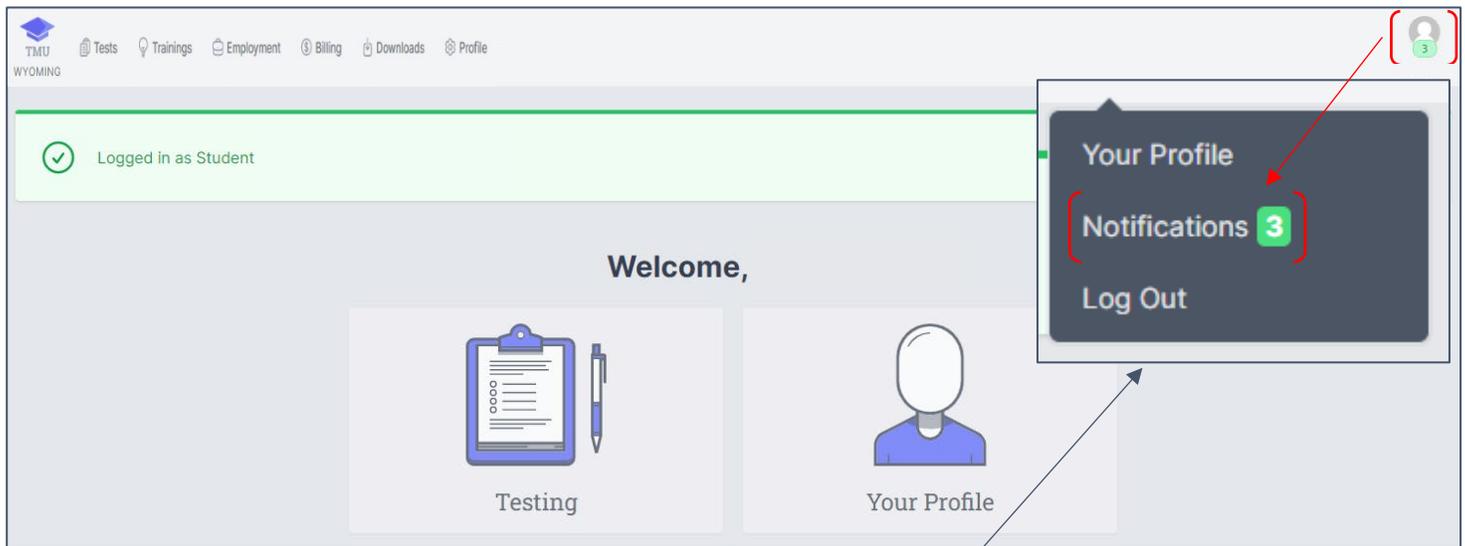
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Please see the ‘Virtual Knowledge Exam Option’ under the Knowledge/Audio Exam section if you are interested in taking your knowledge exam virtually from your home, etc. If you have any questions regarding your test scheduling, call D&SDT-Headmaster at (888)401-0462, Monday through Friday, excluding holidays, 6:00AM to 6:00PM MST.

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

Checking/Viewing your Notifications

Remember to check your ‘notifications’ in your TMU© record for important notices regarding your selected test events and other information. See screenshots that follow:

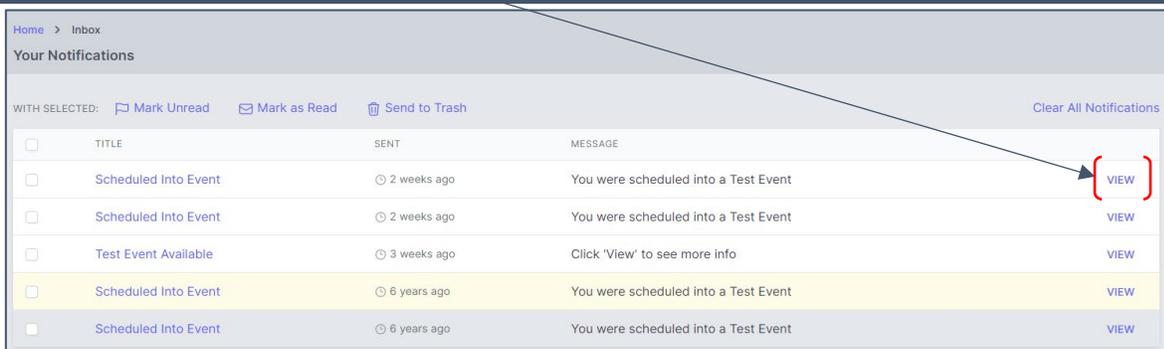


When you have ‘notifications’ they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on-
Your Profile Pic to open your profile and notifications.

Click on-
Notifications to view all of your notifications.

Click on-
VIEW to open each of your notifications.



Notification example:



Time Frame for Testing from Training Program Completion

You may sit for the NATCEP or similar national exam no more than **five (5) times within a two (2) year period** following graduation. After two years, you must complete another Wyoming State Board of Nursing approved training program in order to be eligible to schedule testing.

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on the Wyoming TMU© site at <http://wy.tmutest.com>.

If you have any questions regarding your test scheduling, call D&SDT-Headmaster at (888)401-0462, during regular business hours 6:00AM to 6:00PM MST Monday through Friday, excluding holidays.

Exam Check-In

You need to arrive at your confirmed test site between 20 to 30 minutes before your exam is scheduled to start.

- Testing **begins** promptly at the start time noted.
- You need to make sure you are at the event ***at least 20 minutes prior*** to the start time to allow time to get signed in with the RN Test Observer.
 - *For example:* if your test start time is 8:00AM – you need to be at the test site for check-in **no later than 7:40AM**.

Note: If you arrive late, you will not be allowed to test.

If you are scheduled into a virtual knowledge exam, please see procedures/policies under ‘Virtual Knowledge Exam Option’ in the Knowledge/Audio Exam section.

Testing Attire

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

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



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

Other testing attire information:

- You may bring a standard watch with a second hand.
- No smart watches or fitness monitors are allowed.

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

Identification

You must bring a **United States (US) government issued, signed, non-expired photo bearing form of identification**. Examples of the forms of US government issued, signed, non-expired photo ID's that are acceptable are:

- State or Other United States Government Issued Driver's License
 - *You may use your letter issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license while waiting to receive your new license.*
- State issued Identification Card *(that meets all identification criteria)*
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
 - *Exception: A Foreign Passport with a US VISA is acceptable.*
- Alien Registration Card *(that meets all identification criteria – may contain a fingerprint in place of a signature)*
- Tribal Identification Card *(that meets all identification criteria)*
- Military Identification Card *(that meets all identification criteria)*
- Work Authorization Card *(that meets all identification criteria)*

Identification Criteria = United States (US) government issued, signed (Alien Registration Card may contain a fingerprint in place of a signature), unexpired photo bearing form of identification.

The **FIRST** and **LAST** names listed on the mandatory United States (US) government issued, signed, non-expired photo bearing form of identification presented to the RN Test Observer during sign-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in the TMU© database. You may call D&SDT-Headmaster at (888)401-0462, during regular business hours 6:00AM to 6:00PM MST Monday through Friday, excluding holidays, to confirm that your name of record matches your United States (US) government issued, signed, non-expired photo bearing form of identification, or sign in to your record in TMU© to check or change your demographic information.

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 be positive that both your FIRST and LAST printed names on your identification card match your current name of record in TMU©.
- A driver's license or state-issued ID card that has a hole punched in it is **NOT VALID** and will not be accepted as an acceptable form of ID.
- A school ID **is not** an acceptable form of ID.
- In the cases where names do not match or your ID is not proper/valid or has a hole punched in it, this is considered a NO SHOW and you will have to reschedule and pay for another test and date.

You will be required to show your ID again when you enter the knowledge test room and when you enter the skills lab for your skills exam, if taking both together. Please keep your ID with you during the entire exam event.

Instructions for the Knowledge and Skill Tests

Test instructions for the knowledge and skill tests will be provided in writing in the waiting area when you sign-in for your test. PDF and AUDIO versions are also available anytime from your smart phone via the knowledge test (in person and virtual versions) and skill test instruction links on the D&SDT-Headmaster's [Wyoming NA webpage](#) at www.hdmaster.com under the 'Candidate' column.

These instructions detail the process and what you can expect during your exams. Please read through the instructions (or listen to them on your smart phone) **before** entering the knowledge test room or skill demonstration 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 you questions about the instructions you read when you enter the knowledge test room and/or skill test lab.

- If you are scheduled into a virtual knowledge exam, please see procedures/policies under 'Virtual Knowledge Exam Option' in the Knowledge/Audio Exam section for information and where the Virtual Knowledge Test Instructions can be found on the Wyoming CNA webpage at www.hdmaster.com, click on Wyoming CNA.

Testing Policies

The following policies are observed at each test site:

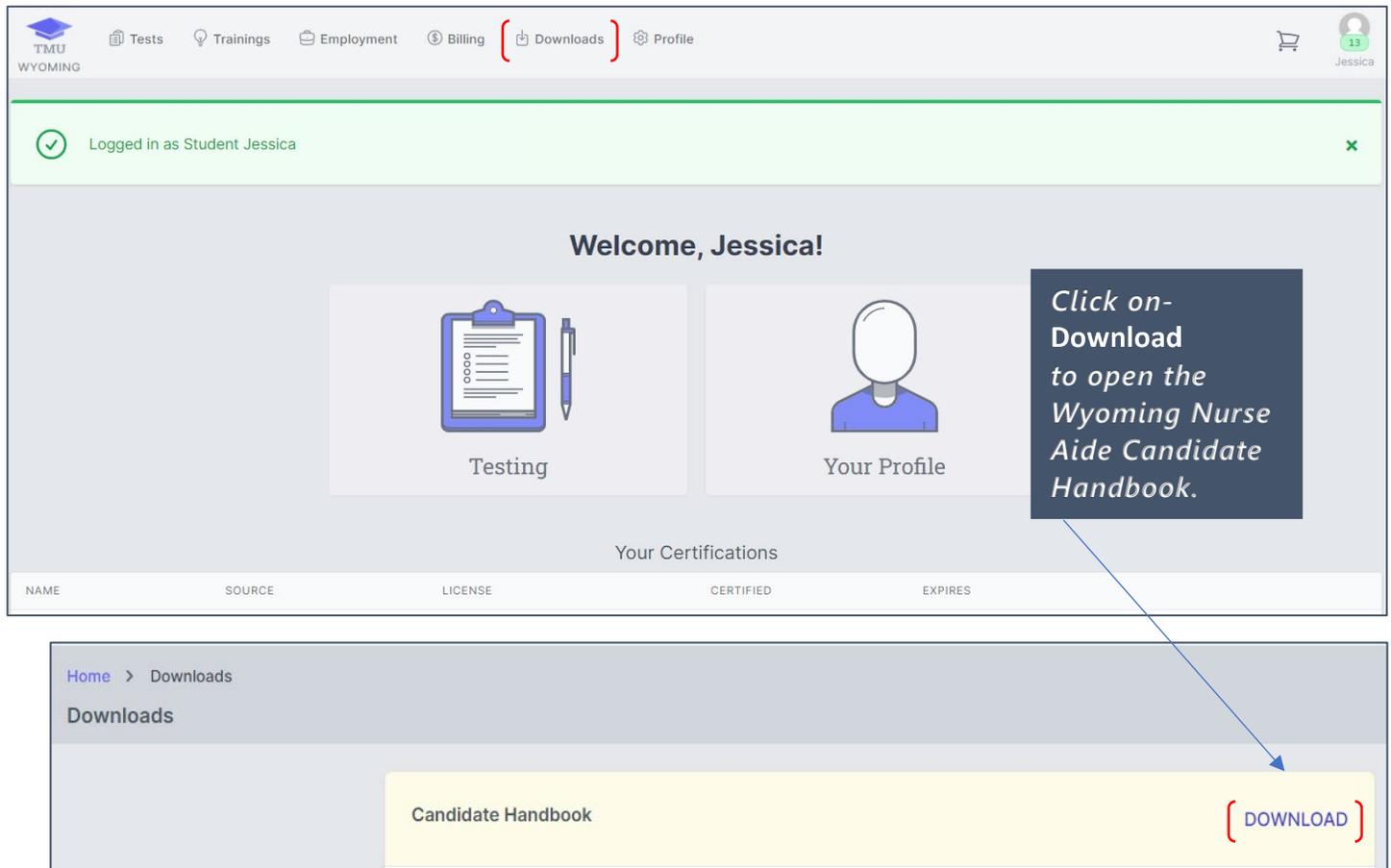
- Make sure you have signed in to your TMU© record at <http://wy.tmutest.com> before your test date to update your password and complete your demographic information. Refer to the '**Complete Your Initial Sign In**' section of this handbook for instructions and information.
 - If you have not signed in and completed/updated your TMU© record 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 up to five (5) hours if taken the knowledge and skills together, in the worst-case scenario.
- Testing begins promptly at the start time noted on your confirmation. If you arrive late for your confirmed exam (you need to be at the test site to **check in at least 20 to 30 minutes before your scheduled start time** – if your test start time is 8:00AM, you need to be at the test site **by 7:40AM at the latest**), you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
 - If you are scheduled into a virtual knowledge exam, please see procedures/policies under '**Virtual Knowledge Exam Option**' in the Knowledge/Audio Exam section.
- If you do not bring a valid and appropriate United States (US) government issued, signed, non-expired photo bearing form of identification, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
 - If the **FIRST** and **LAST** names listed on your ID presented to the RN Test Observer during sign-in at your test event **DO NOT MATCH** the FIRST and LAST names that were entered in the Wyoming nurse aide TMU© database, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you do not wear scrubs with appropriate shoes, 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 NO SHOW for your exam day, any test fees paid *will NOT be refunded*.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. You will be informed by the testing team of the designated area to place your personal items and electronic devices and you are to collect these items when you complete your test(s).

Wyoming Nurse Aide Candidate Handbook

- All electronic devices must be **turned off**. Smart watches, fitness monitors and Bluetooth-connected devices must be removed from your wrist/body.
- If you are scheduled into a virtual knowledge exam, please see procedures/policies under ‘**Virtual Knowledge Exam Option**’ in the Knowledge/Audio Exam section.
- Anyone caught using any type of electronic recording device during either component (knowledge or skills) of the exam will be dismissed from the exam and testing room(s), your test will be scored as a failed attempt, you will forfeit all testing fees and you will be reported to the Wyoming State Board of Nursing (WSBN). You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink or study material to have while waiting to test.
- Foreign language paper word-for-word translation dictionaries are allowed and must be shown to the RN Test Observer at check-in (for both a virtual knowledge test and an on-site test event) and to the Knowledge Test Proctor when you enter the knowledge test room (on-site test event). If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing. **Using language translators that are not pre-approved and electronic dictionaries are not allowed.**
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room (knowledge test room or skills lab) once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- If you are discovered causing a disturbance of any kind, engaging in any kind of misconduct or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failed attempt, you will forfeit all testing fees paid and you will be reported to the Wyoming State Board of Nursing (WSBN).
- Test sites, RN Test Observers, Knowledge Test Proctors and Actors are not responsible for candidate personal belongings at the test site.
- No visitors, guests, pets (including companion animals) or children are allowed.
 - Service animals with an approved ADA accommodation in place are allowed.
- You may not test if you have any type of physical limitation (excluding pre-arranged ADA’s) that would prevent you from performing your duties as a nurse aide (examples: cast, arm/leg braces, crutches, etc.) Call D&SDT-Headmaster immediately during regular business hours, 6:00AM to 6:00PM MST, Monday through Friday, excluding holidays, if you are on doctor’s orders. You must fax, (406)442-3357 or email, wyoming@hdmaster.com, a signed doctor’s order **within 3 business days** of your scheduled exam day to qualify for a free reschedule.
- **Please review this Wyoming NA Candidate Handbook before your test day for any updates to testing and/or policies.**
- The Candidate Handbook can also be accessed within your TMU© record under your ‘Downloads’ tab.

See instructions on the next page on how to access the Candidate Handbook in your TMU© record.

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Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, your test will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid and a report of your behavior will be given to your training program and the Wyoming State Board of Nursing (WSBN). You will not be allowed to retest for a minimum period of six (6) months.

If you remove or try to remove test material or take notes or information from the test site, you will be reported to your training program and WSBN and are subject to prosecution to the full extent of the law. Your test will be scored as a failed attempt and you will forfeit any testing fees paid. You will not be allowed to retest for a minimum period of six (6) months. You may need to obtain permission from WSBN in order to be eligible to test again.

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room and your test will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to your training program and WSBN and you may need to obtain permission from WSBN in order to be eligible to test again.

Reschedules

All candidates may reschedule for free online at <https://wy.tmutest.com> any time up until one (1) business day before a scheduled test day, excluding Saturdays, Sundays and holidays. Reschedules are subject to a \$35 fee that must be paid in full prior to a D&SDT-Headmaster staff assisted reschedule.

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 record at <https://wy.tmutest.com>. (See instructions under ‘Scheduling/Rescheduling into a Test Event’.)

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

Scheduled test date is on a:	Reschedule before 6:00PM MST 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 prior to 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 that you are not interested in taking the Wyoming nurse aide certification exam at all.

SCHEDULED IN A TEST EVENT

- 1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster’s main webpage at www.hdmaster.com at least **one (1) full business day** prior to 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 filling out and submitting the Refund Request Fillable Form on the D&SDT-Headmaster main webpage at www.hdmaster.com by close of business the Thursday before your scheduled exam. D&SDT-Headmaster is open until 6:00PM Mountain time, Monday through Friday, excluding holidays.
- 2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.

Wyoming Nurse Aide Candidate Handbook

- 3) Refund requests must be made within thirty (30) days of payment of original testing fees with D&SDT-Headmaster. Any requests for refunds made beyond the 30 days of original payment of testing fees with D&SDT-Headmaster *will not be issued*.

NOT SCHEDULED IN A TEST EVENT

- 1) Refund requests must be made within thirty (30) days of original payment of testing fees with D&SDT-Headmaster. Any requests for refunds made beyond the 30 days of original payment of testing fees with D&SDT-Headmaster *will not be issued*.
- 2) A refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at www.hdmaster.com. 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 cancelled due to an unforeseen circumstance, D&SDT-Headmaster staff will make every effort to contact you using the contact information (phone number/email) we have on file 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 record (**see examples below*) in the event of an unforeseen circumstance for a test event you are scheduled in to, you will be taken out of 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 record and:
 - you do not call us back in a timely manner
 - your phone number is disconnected/mail box is full
 - you do not check your messages in a timely manner
 - you do not check your email or reply to our email in a timely manner
 - your email is invalid or you are unable to access your email for any reason

If an exam date is cancelled due to weather or other unforeseen circumstances, D&SDT-HEADMASTER staff will make every effort to contact you via email, text message and phone call using the contact information we have on file 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 more information under 'No Show Exceptions'.**

INCLEMENT WEATHER POLICY

In the event of inclement weather, you will be expected to attend your schedule exam date unless:

- The county you reside in or the county of the testing site is placed on a weather or other emergency.
- The test site closes.
- The test observer cancels the test event.
- There is an accident due to weather or other cause on your route to the test site, in which case:

Wyoming Nurse Aide Candidate Handbook

- Documentation from the Department of Transportation Services or a Police report is required within 3 business days of your scheduled exam day to qualify for a free reschedule.

If the above listed circumstances are not met, failure to attend your scheduled test date will result in a NO SHOW status and any exam fees paid *will NOT be refunded*.

NOTE: If an exam date is cancelled due to weather or other unforeseen circumstances, D&SDT-HEADMASTER staff will make every effort to contact you via email, text message and phone call using the contact information we have on file 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 more information under 'No Show Exceptions'.**

No Shows

If you are scheduled for your exam and do not show up without notifying D&SDT-Headmaster at least one (1) full business day prior to 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**. You will forfeit all fees paid and must sign into your TMU© record 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 resulting work that is performed. If a reschedule or refund request is not done or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays and holidays (see examples under Reschedules and Refunds of Testing Fees Paid), a NO SHOW status will exist and 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 providing **the required documentation is received within the appropriate time frames outlined below:**

- **Car breakdown or accident:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a tow bill, police report or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.
- **Weather or road condition related issue:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and 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 the 3-business day time frame you will have to pay as though you were a No Show.
- **Medical emergency or illness:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.

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- **Death in the family:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and an obituary for **immediate family only** submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame you will have to pay as though you were a No Show. (Immediate family is parent, grand and great-grand parent, sibling, children, spouse or significant other.)
- **Virtual testing issues:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.
 - **Internet outage or issue:** Documentation from Internet provider showing outage date and times.
 - **Computer or cell phone issue:** If computer or cell phone fail to work for any reason, documentation from a computer repair technician/shop or other appropriate documentation.

Candidate Feedback – Exit Survey

Candidates are provided the opportunity to complete an exit survey via a link when checking their test results in their TMU© record. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to complete the survey questions with honest feedback regarding the examination process to help improve the testing process.

Test Results

After you have completed both the Knowledge Test 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 by signing in to your TMU© record after 6:00PM (MST) the business day after your test event. D&SDT-Headmaster cannot release test results over the phone.

When you pass your exam, you may be certified and listed on the Wyoming Nurse Aide Registry **ONLY AFTER** you have met all Wyoming State Board of Nursing requirements. *One* of those requirements includes passing both the knowledge and skill test components of the Wyoming nurse aide examination.

The CNA certificate issued by the Wyoming State Board of Nursing may take 3-5 business days to process after test results are received, **if** all application documentation is received.

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

To view your test results, sign in to your record in TMU© at <http://wy.tmutest.com>. (Refer to the screen shots that follow.)

Wyoming Nurse Aide Candidate Handbook

TMU WYOMING

Tests Trainings Employment Billing Downloads Profile

Logged in as Student Jessica

Welcome, Jessica!

Testing Your Profile

Your Certifications

NAME SOURCE LICENSE CERTIFIED EXPIRES

Testing History

TEST DATE	EXAM	TEST SITE
05/03/2023 9:30 AM MST	Certified Nurse Aide Skill	Practice Test Site (TS) Cheyenne, WY
04/23/2023 9:00 AM MST	Certified Nurse Aide Skill	Practice Test Site (TS) Cheyenne, WY
04/18/2023 1:00 PM MST	Certified Nurse Aide Knowledge	Practice Test Site (TS) Cheyenne, WY

STATUS

Scheduled Test Confirmation Page Get Map

Failed Details Print Test Results

Passed Details Print Test Results

Please take our satisfaction survey

Knowledge Exam Test Results Example:

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

Wyoming Certified Nurse Aide Exam Results Report

IMPORTANT TEST RESULTS
TEST DATE: Tuesday, April 18, 2023

Dear Andre,

You have **passed** the knowledge portion of the Certified Nurse Aide exam. Your overall knowledge test score is 81.33%.

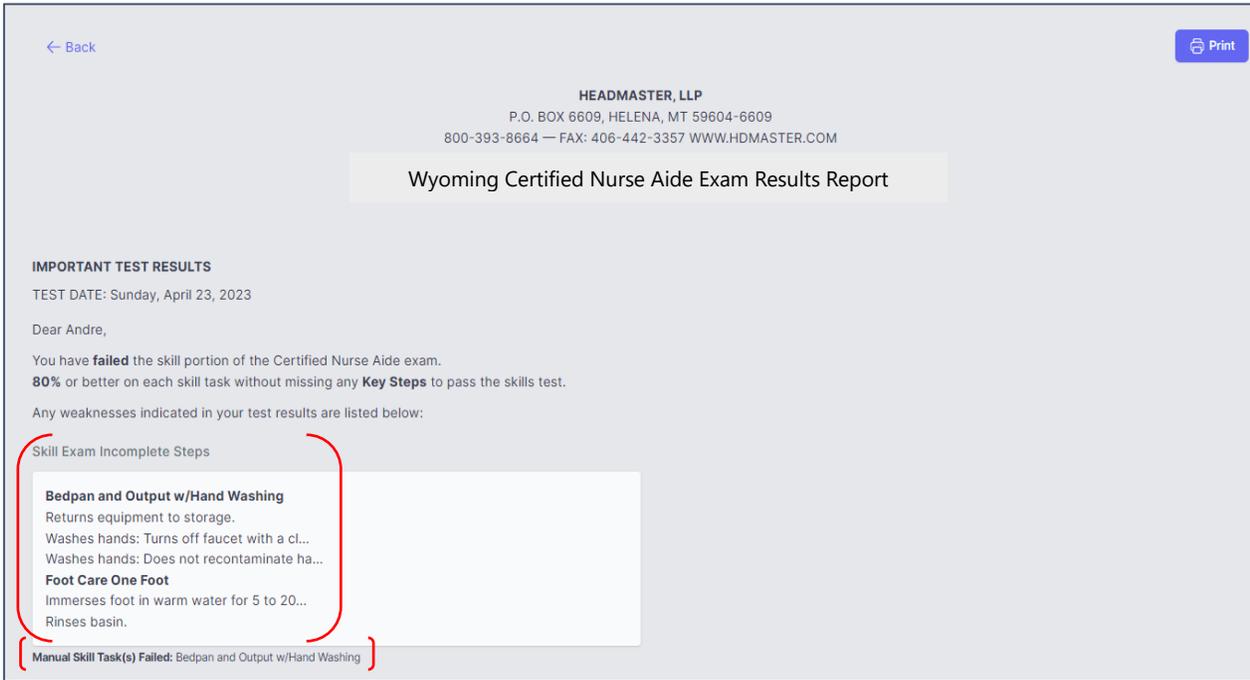
Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

Safety	75%
Communication	100%
Infection Control	89%
Client Rights	83%
Data Collection	100%
Basic Nursing Skills	82%
Role / Responsibility	71%
Disease Process	60%
Mental Health	75%
Personal Care	88%
Care Impaired	100%
Aging Process and Restorative Care	60%

Vocabulary words to study: edema, diabetes, toenails, social needs, emotional needs, basic needs, frayed cord, mechanical lift, side rails, hormones, elderly, hand washing, disoriented, oxygen, medications, cardiac arrest

Skill Exam Test Results Example:



← Back Print

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

Wyoming Certified Nurse Aide Exam Results Report

IMPORTANT TEST RESULTS
TEST DATE: Sunday, April 23, 2023

Dear Andre,

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

Any weaknesses indicated in your test results are listed below:

Skill Exam Incomplete Steps

Bedpan and Output w/Hand Washing
Returns equipment to storage.
Washes hands: Turns off faucet with a cl...
Washes hands: Does not recontaminate ha...

Foot Care One Foot
Immerses foot in warm water for 5 to 20...
Rinses basin.

Manual Skill Task(s) Failed: Bedpan and Output w/Hand Washing

Test Attempts

You have **five (5) attempts within a two (2) year period following graduation** to pass the knowledge and skill test portions of the exam. If you fail five attempts on the either the knowledge or skills test component, you must complete a new Wyoming State Board of Nursing (WSBN) approved training program in order to become eligible to further attempt Wyoming NA examinations.

NOTE: Federal and State regulations allow health care facilities to employ students for up to 120 days from the day employment and training is offered in an approved facility-based nurse aide training and competency evaluation program. However, if you fail five (5) attempts on either the knowledge or skills portion of the state competency exam, the facility is no longer allowed to employ you to perform nurse aide duties.

Retaking the Nurse Aide Exam

In the event that you fail the knowledge and/or skill portion of the examination, when you want to apply for a retest, you will need to repay for the portion that you failed before you can schedule a new exam date.

You can schedule a test or re-test on-line by signing in your TMU© record with your Email or Username and Password at: <http://wy.tmutest.com>. (See instructions with screen shots under 'Schedule/Reschedule into a Test Event'.)

You will need to pay with a Visa or Master Card before you are able to schedule.

Wyoming Nurse Aide Candidate Handbook

If you need assistance scheduling your re-test, please call D&SDT-Headmaster at (888)401-0462 during regular business hours 6:00AM to 6:00PM MST Monday through Friday, excluding holidays. We are able to assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other condition of your testing. **There is a \$25 test review deposit fee.** To request a review, you must submit the PDF fillable [Test Review Request and Payment Form 1403](#) available on D&SDT-Headmaster's main webpage at www.hdmaster.com (before you get to the Wyoming webpage). Submit the Test Review Fee of \$25 (MasterCard, Visa or debit card) and a detailed explanation of why you feel your dispute is valid (upload with Form 1403) via the PDF fillable Test Review Request and Payment Form 1403 **within three (3) business days** from official scoring of your test (excluding Saturdays, Sundays and holidays). Late requests will be returned and will not be considered.

PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST: Please call D&SDT-Headmaster at (888)401-0462 and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit fee. Many times, once you have further details about the scoring of your test, you will understand the scoring process and learn how you can 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.

Since one qualification for certification as a Wyoming nurse aide is demonstration by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for your re-test. If the results of the review are in your favor, D&SDT-Headmaster will pay your re-test fee and you will not be charged the test review fee; if not in your favor, the \$25 test review fee will be charged. 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. D&SDT-Headmaster will re-check the scoring of your test and may contact you and/or the RN Test Observer for any additional recollection of your test(s). D&SDT-Headmaster will not review test results or disputes with instructors/programs. After a candidate reaches the age of 18, D&SDT-Headmaster will only discuss test results or test disputes with the candidate. D&SDT-Headmaster will not review test results or disputes with family members or anyone else on behalf of the candidate once the candidate is 18 years of age. D&SDT - Headmaster will complete your review request within 10 business days of the receipt of your timely review request and will email the review results to your email address and to the Wyoming State Board of Nursing (WSBN).

The Knowledge/Audio Exam

If taking both the knowledge and skill tests on the same day, you will be required to re-present your ID when you enter the knowledge test room and when you enter the skills lab for your skills exam. 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 Test. You will have a maximum of **60 minutes** to complete the **60 question** Knowledge Test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Test, such as "What does this question mean?" Scratch paper and calculators of any type *are not allowed* during testing.

You must have a score of 76% or better to pass the knowledge portion of the exam.

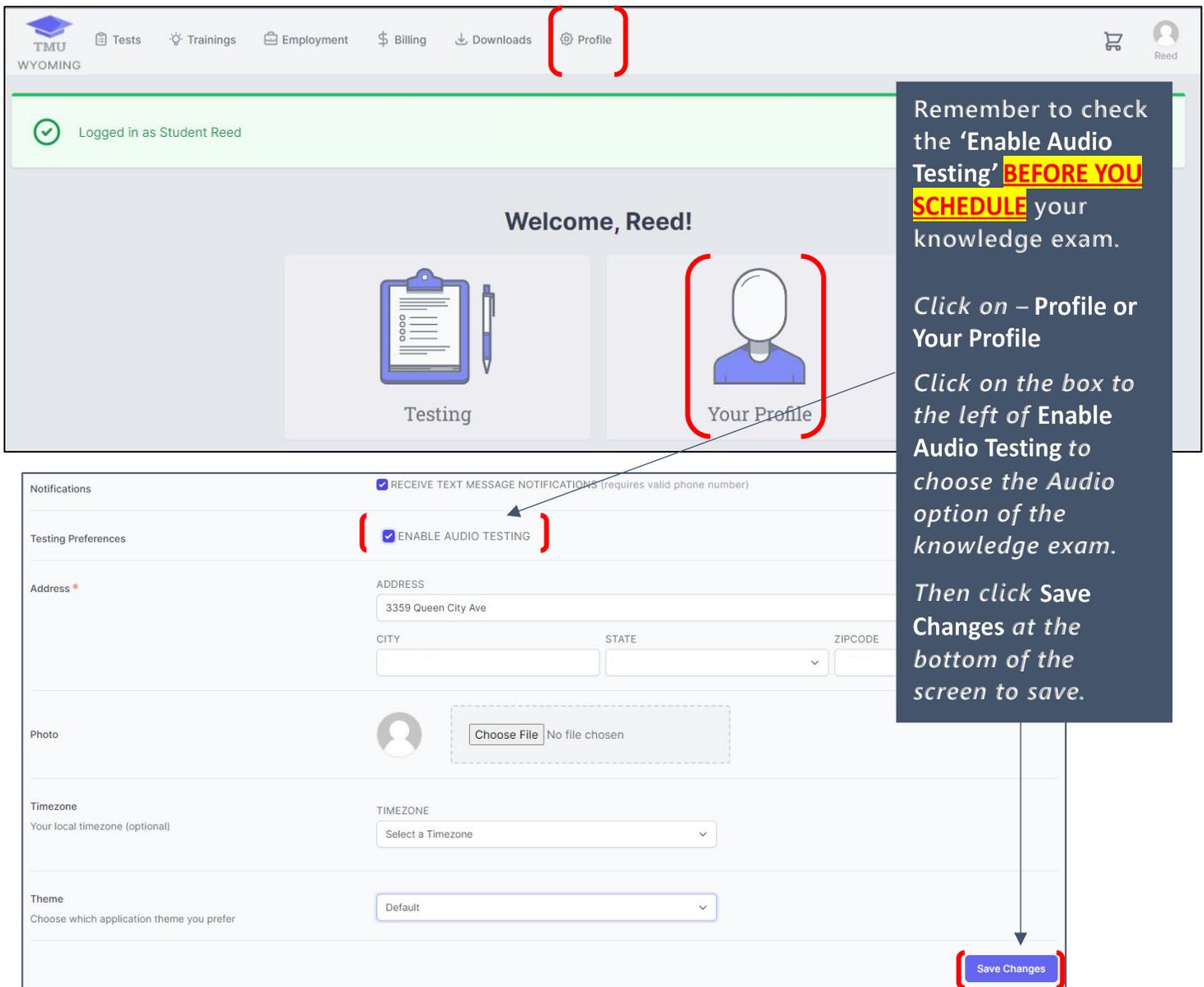
Wyoming Nurse Aide Candidate Handbook

Electronic TMU© testing using Internet connected computers is utilized at all test sites in Wyoming. The Knowledge test portion of your exam will be displayed on a computer screen for you to read and key/tap or click on your answers.

Note: You will need to know your Email or Username and Password to take the electronic TMU© Knowledge test. Please see the information under **‘Complete Your Initial Training’** to sign in to your record in TMU©.

An audio (oral) version of the knowledge test is available. However, you must request an Audio test before you submit your testing fee payment. There is an additional fee of \$10 (total for Knowledge AUDIO is \$42) for an Audio version of the Knowledge test. To select the Audio version of the knowledge test, follow the instructions with screen shots that follow:

Checking the ‘Enable Audio Testing’ to receive an Audio version of the Knowledge Exam:



Remember to check the ‘Enable Audio Testing’ **BEFORE YOU SCHEDULE** your knowledge exam.

Click on – Profile or Your Profile

Click on the box to the left of Enable Audio Testing to choose the Audio option of the knowledge exam.

Then click Save Changes at the bottom of the screen to save.

Wyoming Nurse Aide Candidate Handbook

The questions are read to you, in a neutral manner and will be heard through headphones/earbuds plugged into the computer. When taking an electronic Audio exam, the audio control buttons will be displayed on the computer screen enabling you to play, rewind or pause questions as needed.

Foreign language paper word-for-word translation dictionaries are allowed and must be shown to the RN Test Observer at check-in (for both a virtual knowledge test and an on-site test event) and to the Knowledge Test Proctor when you enter the knowledge test room (on-site test event). If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing. **Using language translators that are not pre-approved and electronic dictionaries are not allowed.**

All test materials must be left in the testing room. Anyone who takes or tries to take materials, notes or information from the testing room is subject to prosecution and will be reported to their training program and the Wyoming State Board of Nursing (WSBN).

Virtual Knowledge Exam Option

You will have the option to take the knowledge exam virtually.

VIRTUAL KNOWLEDGE EXAM CANDIDATE REQUIREMENTS

Candidates must have:

- An updated version of Google Chrome as your Internet browser.
 - *Internet Explorer is not supported by TMU©.*
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU© to access the knowledge test.
- **Your Email or Username and Password to take the virtual TMU© Knowledge test.**
- A smartphone to access the 'video conferencing app' (example; Zoom, etc.) that you will need to have downloaded.
 - D&SDT-Headmaster will provide you information of the 'video conferencing app' (example; Zoom, etc. you will need before test day.
 - The night before your scheduled virtual knowledge exam, you will be emailed a reminder with the password protected link to join the test event.
- A distraction and interruption free area of your home, etc., where you will be testing.
- If you have selected an audio exam, you will need to have wired headphones/earbuds (Bluetooth connected devices are not allowed) with you for testing that you will need show to the RN Test Observer at sign-in. These headphones/earbuds will need to be plugged into the device you will be taking your exam on.
 - The questions are read to you, in a neutral manner and will be heard through headphones/earbuds plugged into the computer.
 - When taking an electronic Audio exam, the audio control buttons will be displayed on the computer screen enabling you to play, rewind or pause questions as needed.

VIRTUAL KNOWLEDGE EXAM INSTRUCTIONS

- Please remember to read the Virtual Knowledge Test Instructions available on D&SDT-Headmaster's Wyoming CNA webpage at www.hdmaster.com, click on Wyoming CNA, then click on Virtual Knowledge Test Instructions.

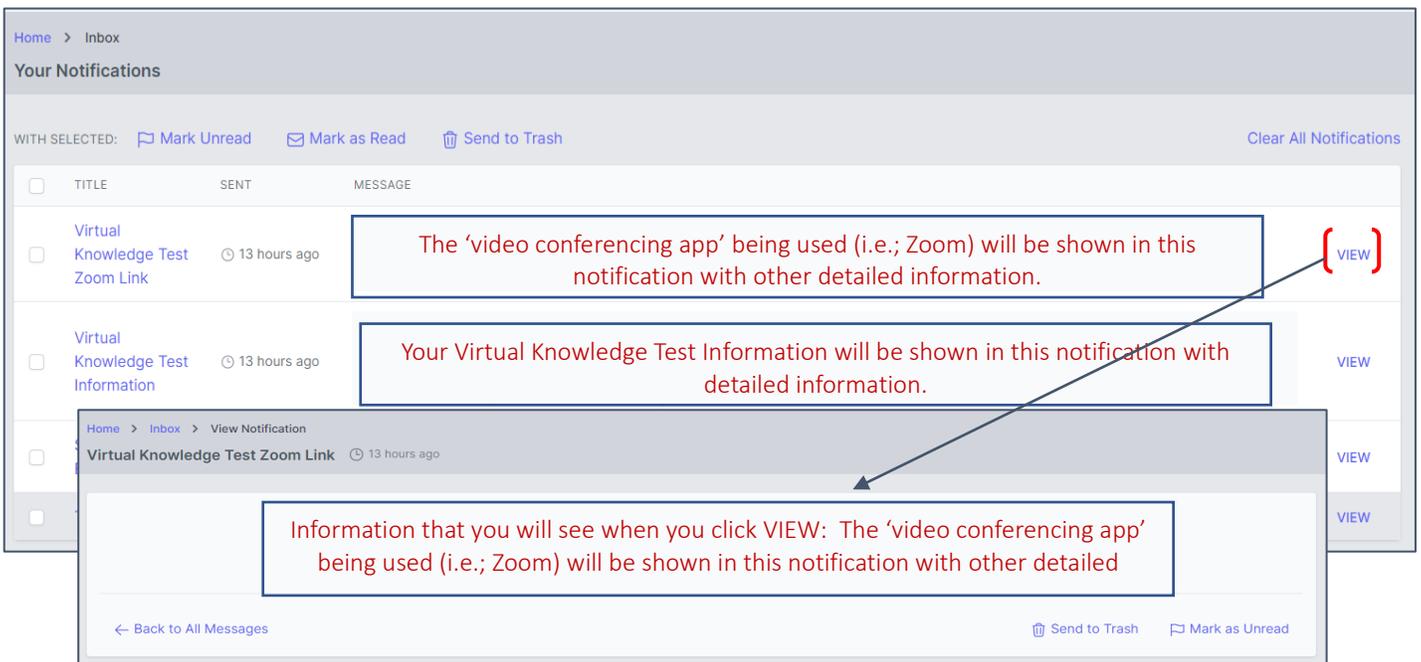
Wyoming Nurse Aide Candidate Handbook

SCHEDULING A VIRTUAL KNOWLEDGE EXAM

You will need to sign in to your TMU© record using your Username or Email and Password and follow the instructions to ‘Schedule/Reschedule into a Test Event’. Please make sure you have met the ‘Virtual Knowledge Test Candidate Requirements’ listed above before scheduling a virtual knowledge exam.

- The test site location for a virtual knowledge exam will be “Virtual Knowledge Test Site”.
- Once scheduled, a test confirmation will be sent via email and/or text message and a notification will be generated in your record for you to view (see the ‘Schedule/Reschedule into a Test Event’ and the ‘Test Confirmation Letter’ section for information to access your test confirmation.)
- Instructions and the link to download the ‘video conferencing app’ (example; Zoom, etc.), including the meeting ID and Password for the virtual knowledge event you are scheduled for will be emailed to you.
 - Remember to also check your ‘NOTIFICATIONS’ under your profile pic in your TMU© record for this information. **Please refer to the ‘Checking/Viewing your Notifications’ section.**

See screenshots showing an example of what a notification regarding your virtual knowledge exam will entail are below:



VIRTUAL KNOWLEDGE EXAM SIGN-IN

You are required to be signed in to the virtual link for the sign in process with the test proctor **prior (10-20 minutes)** to the start time listed on your test confirmation. If you are not signed into the virtual waiting room link prior (**at least 10 minutes**) to the time listed on your test confirmation, you will not be allowed to test, considered a No Show and forfeit your testing fees paid and have to pay for another test date.

- You will need to show your mandatory identification to the test proctor at sign in before starting your virtual knowledge exam. Please see the ‘Identification’ section for specifics.

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- You will be required to show your surroundings to the test proctor during sign-in before starting your virtual knowledge exam.
- Published foreign word-for-word translation dictionaries are allowed. Dictionaries that have definitions or hand-writing/notes in them will not be allowed. You must show your published word-for-word translation dictionary to the test observer/proctor during sign-in (on-site or virtual) at your test event. **Using language translators that are not pre-approved and electronic dictionaries are not allowed.**

VIRTUAL KNOWLEDGE EXAM POLICIES

All **‘Testing Policies’** and **‘Security’** measures are adhered to during the virtual knowledge exam. Please refer to those sections for information.

- The ‘video conferencing app’ (example; Zoom, etc.) link must be maintained during the entire knowledge test.
- If the ‘video conferencing app’ (example; Zoom, etc.) connection is lost, you must immediately reconnect or be subject to being exited from the test by the test proctor and your test scored as a failed attempt.
- Please see virtual knowledge test issues information under the ‘No Show Exceptions’ section.

Please call D&SDT-Headmaster at (888)401-0462 if you have any questions, concerns or need assistance scheduling into a virtual knowledge exam.

Knowledge Test Content

The Knowledge Test consists of 60 multiple-choice questions. Questions are selected from subject areas based on the Wyoming State Board of Nursing approved Wyoming test plan and include questions from all the required categories as defined in the federal regulations. The subject areas are as follows:

SUBJECT AREAS

SUBJECT AREA	NUMBER OF QUESTIONS	SUBJECT AREA	NUMBER OF QUESTIONS
Aging Process and Restorative Care	2	Infection Control	4
Basic Nursing Skills	8	Mental Health	4
Care Impaired	3	Personal Care	4
Communication	5	Resident Rights	6
Data Collection	2	Role and Responsibility	9
Disease Process	7	Safety	6

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. Ben likes to attend 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 the same
 - a. nose
 - 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 book that is the most important is the color
 - a. red
 - b. black
 - c. yellow
 - d. blue
-

PASSAGE 3

Katherine did not like being called by her full name. Katherine 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 that overcame adversities, and her name was Katherine. Katherine then embraced her given name.

12. Katherine is a
- last name
 - middle name
 - legal name
 - nick name
13. The purpose of Katherine’s mother sharing the story with Katherine is to
- entertain
 - persuade
 - inform
 - 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 on-line static practice test available on our web site at www.hdmaster.com. Candidates may also purchase complete practice tests that are randomly generated, based on the state test plan. A mastery learning method is used and each practice test taken will be unique. This means candidates must get the question they are attempting correct before they may move onto 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.

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

- 1. Clean linens that touch the floor should be:**
 - Picked up quickly and placed back on the clean linen cart
 - Used immediately on the next resident bed
 - Considered dirty and placed in the soiled linen hamper
 - Used only in the room with the floor the linen fell on
 - 2. When you are communicating with residents, you need to remember to:**
 - Face the resident and make eye contact
 - Speak rapidly and loudly
 - Look away when they make direct eye contact
 - Finish all their sentences for them
 - 3. A resident’s psychological needs:**
 - Should be given minor consideration
 - Make the resident withdrawn and secretive
 - Are nurtured by doing everything for the resident
 - 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 WSBN approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to re-present your ID that you showed the RN Test Observer at sign-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 a maximum of **thirty (30) minutes** to complete your three or four tasks. After fifteen (15) minutes have elapsed, you will be alerted when 15 minutes remain.
- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- You must correctly perform all of the **key** steps (in **bold** font) and 80% of all non-key steps on each task assigned in order 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 in order 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

The RN test observer will provide a recording form similar to the one displayed on the next page if your skill test includes a skill task which requires recording a count or measurement.

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RECORDING FORM →

Candidate's Name: _____	
PLEASE PRINT	
PULSE: _____ <i>beats</i>	RESPIRATIONS: _____ <i>breaths</i>
URINE OUTPUT: _____ ml	
GLASS 1: _____	
GLASS 2: _____	
TOTAL FLUID INTAKE: _____ ml	FOOD INTAKE: _____ %
Candidate's Signature: _____	

Skill Test Tasks

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

- Assisting Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing
- Catheter Care for a Female with Hand Washing [DEMONSTRATED ON MANIKIN]
- Donning PPE (Gown and Gloves), Emptying a Urinary Drainage Bag, Measure and Record Urine Output and Remove PPE with Hand Washing
- Perineal Care for a Female with Hand Washing [DEMONSTRATED ON MANIKIN]

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

You will also receive an additional two (2) or three (3) randomly selected tasks from the Skill Task listing below. These selected tasks will make up your personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

Skill Tasks Listing

Every step must actually be performed and demonstrated during your skill test demonstration in order to receive credit.

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

You must have a score of 80% on each task without missing any key 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 on your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and average length

of 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 Wyoming 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.

APPLYING AN ANTI-EMBOLIC STOCKING TO ONE LEG

-NOT PREVIOUSLY TESTED-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Raise bed height.
4. Provide for resident's privacy.
5. Provide for resident's privacy by only exposing one leg.
6. Roll, gather or turn stocking down inside out to at least the heel.
7. Place stocking over the resident's toes, foot, and heel.
8. Roll or pull stocking up the leg.
9. Check toes for possible pressure from stocking.
10. Adjust stocking as needed.
- 11. Leave resident with stocking that is smooth/wrinkle free.**
12. Lower bed.
13. Place call light or signaling device within easy reach of the resident.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

ASSIST RESIDENT TO AMBULATE USING A GAIT BELT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Obtain a gait belt for the resident.
4. Assist resident to put on non-skid shoes/footwear.
5. Adjust the bed height so that the resident's feet will rest comfortably flat on the floor when the resident is sitting on the edge of the bed.
- 6. Lock bed brakes to ensure resident's safety.**
- 7. Lock wheelchair brakes to ensure resident's safety.**
8. Bring resident to a sitting position.
9. Place gait belt around resident's waist.
10. Tighten gait belt.
11. Check gait belt for tightness by slipping fingers between gait belt and resident.
12. Face the resident.

13. Grasp gait belt on both sides with an upward grasp.
14. Bring resident to standing position.
15. Stabilize the resident.
16. Ambulate resident at least 10 steps to the wheelchair.
17. Assist resident to pivot/turn and sit resident in the wheelchair in a controlled manner that ensures safety.
18. Use proper body mechanics at all times.
19. Remove gait belt.
20. Place call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

ASSISTING RESIDENT WITH THE USE OF A BEDPAN, MEASURE AND RECORD URINE OUTPUT WITH HAND WASHING

(One of the possible first mandatory tasks.)

~~EMBEDDED HAND WASHING ADDED~~

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Put on gloves.
5. Position resident on bedpan/fracture pan correctly. (Pan not upside down, is centered, etc.)
6. Raise head of bed to comfortable level.
7. Leave tissue within reach of resident.
8. Leave call light or signaling device within reach of resident.
9. Move to an area of the room to provide privacy for resident.
10. When the RN Test Observer indicates, candidate returns.
11. Lower the head of the bed.
12. Gently remove the bedpan/fracture pan.
13. Hold the bedpan for the RN Test Observer while an unknown quantity of liquid is poured into bedpan.
14. Place graduate on a level, flat surface.
15. Pour bedpan/fracture pan contents into graduate.
16. With graduate at eye level, measure output.
17. Empty equipment used into designated toilet/commode.
18. Rinse equipment used and empty rinse water into designated toilet/commode.
19. Return equipment to storage.
20. Wash/assist resident to wash and dry hands with soap and water. *(A wet washcloth with soap is okay.)*
21. Place soiled linen in designated laundry hamper.
22. Remove gloves turning inside out as they are removed and dispose in trash container.
23. Record output in ml's on the previously signed recording form.
- 24. Candidate's recorded measurement is within 25ml's of RN Test Observer's reading.**
25. Place call light or signaling device within easy reach of the resident.
26. Maintain respectful, courteous interpersonal interactions at all times.

27. WASH HANDS: Turn on water.
28. Wet hands and wrists thoroughly.
29. Apply soap to hands.
30. Rub hands together using friction with soap.
- 31. Scrub/wash hands together for at least twenty (20) seconds with soap.**
32. Scrub/wash with interlace fingers pointing downward with soap.
33. Wash all surfaces of hands with soap.
34. Wash wrists with soap.
35. Clean fingernails by rubbing fingertips against palm of the opposite hand.
36. Rinse fingers, hands and wrists thoroughly under running water with fingers pointed downward.
37. Dry hands with clean paper towel(s).
38. Discard paper towel(s) to trash container as used.
39. Turn off faucet with a clean, dry paper towel and discard paper towel to trash container as used.
- 40. Do not re-contaminate hands at any time during the hand washing procedure.** *(Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

CATHETER CARE FOR A FEMALE RESIDENT WITH HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED / DEMONSTRATED ON MANIKIN-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Fill basin with comfortably warm water.
5. Put on gloves.
6. Expose area surrounding catheter, only exposing the lower half of the resident's body.
- 7. Hold catheter where it exits the urethra with one hand.**
8. While holding catheter, clean at least 3-4 inches down the drainage tube.
- 9. Clean with strokes (at least two strokes) only away from the urethra.**
10. Use a clean portion of the washcloth for each stroke.
11. While holding catheter, rinse at least 3-4 inches down the drainage tube.
12. Rinse using strokes only away from the urethra.
13. Rinse using a clean portion of the washcloth for each stroke.
14. Pat dry.
- 15. Do not allow the tube to be tugged/pulled at any time during the procedure.**
16. Replace top cover over resident.
17. Place soiled linen in designated laundry.
18. Empty, rinse, dry and return equipment to storage.
19. Remove gloves turning inside out as they are removed and dispose in trash container.
20. Place call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. WASH HANDS: Turn on water.
23. Wet hands and wrists thoroughly.
24. Apply soap to hands.

25. Rub hands together using friction with soap.
- 26. Scrub/wash hands together for at least twenty (20) seconds with soap.**
27. Scrub/wash with interlace fingers pointing downward with soap.
28. Wash all surfaces of hands with soap.
29. Wash wrists with soap.
30. Clean fingernails by rubbing fingertips against palm of the opposite hand.
31. Rinse fingers, hands and wrists thoroughly under running water with fingers pointed downward.
32. Dry hands with clean paper towel(s).
33. Discard paper towel(s) to trash container as used.
34. Turn off faucet with a clean, dry paper towel and discard paper towel to trash container as used.
- 35. Do not re-contaminate hands at any time during the hand washing procedure.** *(Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

DENTURE CARE – CLEANING UPPER OR LOWER DENTURE

-WITHOUT MOUTH CARE-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
- 3. Line the bottom of the sink with a protective lining that would help prevent damage to the dentures.** *(Towel, washcloth or paper towels are all acceptable.)*
4. Put on gloves.
5. Apply denture cleanser (paste) to denture brush (or toothbrush).
6. Remove denture from cup.
7. Handle denture carefully to avoid damage.
- 8. Rinse denture under cool running water.**
9. Thoroughly brush denture inner surfaces of upper or lower denture.
10. Thoroughly brush denture outer surfaces of upper or lower denture.
11. Thoroughly brush denture chewing surfaces of upper or lower denture.
12. Rinse all surfaces of denture under cool running water.
13. Rinse denture cup and lid.
14. Place denture in rinsed cup.
15. Add cool clean water to denture cup and replace lid on denture cup.
16. Rinse equipment.
17. Return equipment to storage.
18. Discard sink protective lining in an appropriate container.
19. Remove gloves turning inside out as they are removed and dispose in trash container.
20. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
21. Place call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.

DONNING PPE (GOWN AND GLOVES), EMPTYING A URINARY DRAINAGE BAG, MEASURE AND RECORD URINE OUTPUT AND REMOVE PPE WITH HAND WASHING

(One of the possible first mandatory tasks.)

-DONNING AND REMOVING PPE (GOWN & GLOVES) AND EMBEDDED HAND WASHING ADDED-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Unfold the gown.
3. Face the back opening of the gown.
4. Place arms through each sleeve.
5. Secure the neck opening.
6. Secure gown at the waist, making sure that the back flaps cover clothing as completely as possible.
7. Put on gloves.
8. Cuffs of gloves overlap cuffs of gown.
9. Explain the procedure to the resident.
10. Provide for resident's privacy.
11. Place a barrier on the floor under the drainage bag.
12. Place the graduate on the previously placed barrier.
13. Open the drain to allow the urine to flow into the graduate until bag is completely empty.
14. Avoid touching the graduate with the tip of the tubing.
15. Close the drain.
16. Wipe the drain with an alcohol wipe AFTER emptying drainage bag.
17. Place graduate on a level, flat surface.
18. With graduate at eye level, measure output.
19. Empty graduate into designated toilet/commode.
20. Rinse equipment emptying rinse water into designated toilet/commode.
21. Return equipment to storage.
22. Record the output in ml's on previously signed recording form.
- 23. Candidate's recorded measurement is within 25ml's of the RN Test Observer's measurement.**
24. Place call light or signaling device within easy reach of resident.
25. Maintain respectful, courteous interpersonal interactions at all times.
- 26. Remove gloves BEFORE removing gown with one glove hand grasping the other glove at the palm to remove.**
- 27. Slip fingers from ungloved hand underneath cuff of remaining glove at the wrist and remove glove turning inside out as it is removed.**
28. Dispose of gloves in the trash container without contaminating self.
29. Unfasten gown at the waist.
30. Unfasten gown at the neck.
31. Remove gown without touching outside of the gown.
32. While removing gown, hold gown away from body without touching the floor.
33. While removing gown, turns gown inward and keeps it inside out.
34. Disposes of gown in designated container without contaminating self.
35. WASH HANDS: Turn on water.
36. Wet hands and wrists thoroughly.
37. Apply soap to hands.

38. Rub hands together using friction with soap.
- 39. Scrub/wash hands together for at least twenty (20) seconds with soap.**
40. Scrub/wash with interlace fingers pointing downward with soap.
41. Wash all surfaces of hands with soap.
42. Wash wrists with soap.
43. Clean fingernails by rubbing fingertips against palm of the opposite hand.
44. Rinse fingers, hands and wrists thoroughly under running water with fingers pointed downward.
45. Dry hands with clean paper towel(s).
46. Discard paper towel(s) to trash container as used.
47. Turn off faucet with a clean, dry paper towel and discard paper towel to trash container as used.
- 48. Do not re-contaminate hands at any time during the hand washing procedure.** *(Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

DRESSING A RESIDENT WITH AN AFFECTED (WEAK) SIDE

-SHIRT, PANTS AND SOCKS- (Candidate will be read which side is affected (weak) by RN Test Observer in scenario.)

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Keep resident covered while removing gown.
6. Remove gown from unaffected side first.
7. Place soiled gown in designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert hand through the sleeve of the shirt and grasp the hand of the resident.
- 9. When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**
10. Assist the resident to raise their buttocks or turn the resident from side-to-side and draw the pants over the buttocks and up to the resident's waist.
- 11. When dressing the resident in pants, always dress the affected (weak) side leg first.**
12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13. Leave the resident comfortably/properly dressed (pants pulled up to the waist front and back and shirt completely buttoned and not bunched up).
14. Lower bed.
15. Place call light or signaling device within easy reach of the resident.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

FEEDING A DEPENDENT RESIDENT

-WITH RESIDENT IN THE BED / MUST ACTUALLY FEED AND OFFER FLUID TO THE ACTOR-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Ask resident to state name and verify name matches the name on the diet card.
4. **Position the resident in an upright, sitting position BEFORE feeding. At least 75-90 degrees.**
5. Protect clothing from soiling by using napkin, clothing protector, or towel.
6. Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of in trash can –or- wash resident’s hands with soap and a wet washcloth –or- they may rub hand sanitizer over all surfaces of the resident’s hands until dry.)*
7. Ensure resident's hands are dry BEFORE feeding. *(If a wet washcloth with soap was used, the candidate will need to dry the resident’s hands. If a disposable wipe or hand sanitizer was used, must make sure hands are dry.)*
8. Place soiled linen in designated laundry hamper, or dispose disposable wipe in trash container if used.
9. Sit in a chair, facing the resident, while feeding the resident.
10. Describe the food and fluid being offered to the resident.
11. Offer each fluid frequently.
12. Offer small amounts of food at a reasonable rate.
13. Allow resident time to chew and swallow.
14. Wipe resident's hands and mouth AFTER done feeding the resident.
15. Remove clothing protector and place in designated laundry hamper. If napkin used, dispose of in trash container.
16. Leave resident sitting upright in bed with the head of the bed set up to at least 45 degrees.
17. Record intake as a percentage of total solid food eaten on the previously signed recording form.
18. **Candidate's calculation must be within 25 percentage points of the RN Test Observer's.**
19. Record estimated intake as the sum total fluid consumed in ml’s on the previously signed recording form.
20. **Candidate's calculation must be within 30ml’s of the RN Test Observer's.**
21. Place call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

FOOT CARE ONE FOOT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Fill basin with comfortably warm water.
4. Remove a sock from the resident’s (right/left) foot. *(The scenario read to you will specify right or left.)*

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5. Immerse resident's foot in warm water.
 - a. Verbalize the 5 to 20 minutes soaking time after you begin soaking the foot.
 - b. Once the 5 to 20 minutes soaking time is verbalized, the RN Test Observer will acknowledge the stated time and say, "You may continue with your demonstration now."
6. Use water and a soapy washcloth.
7. Wash entire foot.
8. Wash between toes.
9. Rinse entire foot. (A soapy washcloth dipped in basin and wrung out is okay for rinsing.)
10. Rinse between toes.
11. Dry foot thoroughly.
- 12. Dry thoroughly between toes.**
13. Apply lotion to top and bottom of foot.
14. Avoid getting lotion between toes.
15. If any excess lotion on foot, wipe with a towel/washcloth.
16. Replace sock on resident's foot.
17. Empty, rinse, dry and return equipment to storage.
18. Place soiled linens in designated laundry hamper.
19. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry
20. Place call light or signaling device within easy reach of resident.
21. Maintain respectful, courteous interpersonal interactions at all times.

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

-WITHOUT BACK RUB-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Cover resident with a bath blanket.
6. Remove remaining top covers. Fold to bottom of bed or place aside.
7. Remove resident's gown without exposing resident and place soiled gown in designated laundry hamper.
8. Fill basin with comfortably warm water.
- 9. Beginning with eyes, wash eyes WITHOUT SOAP using a clean portion of the washcloth for each stroke, washing inner aspect to outer aspect.**
10. Wash face WITHOUT SOAP.
11. Pat dry face.
12. Place towel under arm, exposing one arm.
13. Wash arm with soap.
14. Wash hand with soap.
15. Wash underarm with soap.
16. Rinse arm.
17. Rinse hand.
18. Rinse underarm.

19. Pat dry arm.
20. Pat dry hand.
21. Pat dry underarm.
22. Assist resident to put on a clean gown.
23. Empty, rinse, dry and return equipment to storage.
24. Place soiled linen in designated laundry hamper.
25. Lower bed.
26. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
27. Place call light or signaling device within easy reach of the resident.
28. Maintain respectful, courteous interpersonal interactions at all times.

MOUCH CARE—BRUSHING RESIDENT’S TEETH

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident’s privacy.
4. Drape resident’s chest with a towel to prevent soiling.
- 5. Put on gloves BEFORE cleaning resident’s mouth.**
6. Wet toothbrush and apply a small amount of toothpaste.
7. Gently brush the inner surfaces of resident’s upper and lower teeth.
8. Gently brush the outer surfaces of resident’s upper and lower teeth.
9. Gently brush the chewing surfaces of resident’s upper and lower teeth.
10. Gently brush the resident’s tongue.
11. Assist the resident in rinsing mouth.
12. Wipe resident’s mouth.
13. Remove soiled linen.
14. Place soiled linen in the designated laundry hamper.
15. Empty container. (*Container may be an emesis basin or a disposable cup.*)
16. Rinse emesis basin, if used, or discard disposable items in trash can.
17. Dry emesis basin, if used.
18. Rinse toothbrush.
19. Return equipment to storage.
20. Remove gloves turning inside out as they are removed and dispose in trash container.
21. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
22. Place call light or signaling device within easy reach of resident.
23. Maintain respectful, courteous interpersonal interactions at all times.

PASSIVE RANGE OF MOTION EXERCISES FOR ONE HIP AND ONE KNEE

-WITHOUT PROM OF THE ANKLE-

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

PASSIVE RANGE OF MOTION EXERCISES FOR ONE SHOULDER

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Position resident supine (bed flat).
6. Correctly support joints at all times by placing one hand under the resident's elbow or upper arm and the other hand under the resident's wrist.
7. Gently raise the resident's straightened arm up and over the resident's head to ear level.
 - a. *Flexion*

8. Gently bring the resident's arm back down to the side of the resident's body.
 - a. *Extension*
9. Gently complete flexion and extension of the shoulder at least three times.
10. Continue to correctly support shoulder joints by placing one hand under the resident's elbow or upper arm and the other hand under the resident's wrist.
11. Gently move the resident's entire arm away from the side of the resident's body to shoulder level.
 - a. *Abduction*
12. Gently return resident's arm to the side of the resident's body.
 - a. *Adduction*
13. Gently complete abduction and adduction of the shoulder at least three times.
14. Do not force any joint beyond the point of free movement.
- 15. Candidate must ask at least once during the PROM exercise if there is/was any discomfort/pain.**
16. Lower bed.
17. Place call light or signaling device within easy reach of resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

PERINEAL CARE FOR A FEMALE RESIDENT WITH HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED / DEMONSTRATED ON MANIKIN-

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Fill basin with comfortably warm water.
5. Raise bed height.
6. Put on gloves.
7. Turn resident or raise hips and place a waterproof pad under resident's buttocks.
8. Expose perineal area only.
9. Separate labia. *(It is helpful if you verbalize separating labia as you demonstrate separating labia.)*
10. Use water and soapy washcloth (no peri-wash or no rinse soap allowed).
11. Clean one side of labia from front to back.
12. Use a clean portion of the washcloth, clean the other side of the labia from front to back.
- 13. Use a clean portion of the washcloth, clean the vaginal area from front to back.**
14. Use a clean washcloth, rinse from one side of labia from front to back.
15. Use a clean portion of the washcloth, rinse the other side of the labia from front to back.
16. Use a clean portion of the washcloth, rinse the vaginal area from front to back.
17. Pat dry.
18. Assist resident to turn onto side away from the candidate toward the center of the bed.
 - a. *RN Test Observer may help hold the manikin on their side ONLY after the candidate has turned the manikin.*
19. Use a clean washcloth with water and soap (no peri-wash or no rinse soap allowed).
- 20. Wash from vagina to rectal area.**

21. Use a clean portion of the washcloth with any stroke.
22. Use a clean washcloth, rinse rectal area from front to back.
23. Use a clean portion of the washcloth with any stroke.
24. Pat dry.
25. Safely remove waterproof pad from under resident's buttocks.
26. Position resident on their back.
27. Place soiled linen in designated laundry hamper.
28. Empty, rinse, dry and return equipment to storage.
29. Remove gloves turning inside out as they are removed and dispose in trash container.
30. Lower bed.
31. Place call light or signaling device within easy reach of resident.
32. Maintain respectful, courteous interpersonal interactions at all times.
33. WASH HANDS: Turn on water.
34. Wet hands and wrists thoroughly.
35. Apply soap to hands.
36. Rub hands together using friction with soap.
- 37. Scrub/wash hands together for at least twenty (20) seconds with soap.**
38. Scrub/wash with interlace fingers pointing downward with soap.
39. Wash all surfaces of hands with soap.
40. Wash wrists with soap.
41. Clean fingernails by rubbing fingertips against palm of the opposite hand.
42. Rinse fingers, hands and wrists thoroughly under running water with fingers pointed downward.
43. Dry hands with clean paper towel(s).
44. Discard paper towel(s) to trash container as used.
45. Turn off faucet with a clean, dry paper towel and discard paper towel to trash container as used.
- 46. Do not re-contaminate hands at any time during the hand washing procedure.** *(Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

POSITION A DEPENDENT RESIDENT IN BED ON SIDE

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Position bed flat.
5. Raise bed height.
- 6. Direct the RN Test Observer to stand on the side of the bed opposite working side of the bed, -or- raises the side rail on side of the bed opposite working side of the bed, to provide for safety.**
7. From the working side of bed – gently move resident's upper body toward self.
8. From the working side of the bed – gently move resident's hips toward self.
9. From the working side of the bed – gently move resident's legs toward self.
10. Gently assist/turn resident to slowly roll onto correct side that the RN Test Observer read to the candidate in the scenario at the start of the task.
11. Place or adjust pillow under resident's head for support.

12. Reposition resident's arm and shoulder so that the resident is not lying on arm.
13. Place support device under the resident's upside arm.
14. Place support device behind resident's back.
15. Place support device between resident's knees.
16. Lower bed.
17. Place call light or signaling device within easy reach of resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

TRANSFER RESIDENT FROM BED TO WHEELCHAIR USING A GAIT BELT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Obtain a gait belt for the resident.
5. Assist resident to put on non-skid shoes/footwear.
6. Adjust the bed height to ensure that the resident's feet will be flat on the floor when the resident is sitting on the edge of the bed.
- 7. Lock bed brakes to ensure resident's safety.**
- 8. Lock wheelchair brakes to ensure resident's safety.**
9. Bring resident to a sitting position.
10. Place gait belt around resident's waist.
11. Tighten gait belt.
12. Check gait belt for tightness by slipping fingers between gait belt and resident.
13. Position wheelchair arm/wheel touching the side of the bed.
14. Face the resident.
15. Grasp gait belt on both sides with an upward grasp.
16. Bring resident to standing position.
17. Assist resident to pivot/turn in a controlled manner that ensures safety.
18. Lower resident into the wheelchair in a controlled manner that ensures safety.
19. Remove gait belt.
20. Place call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

VITAL SIGNS – COUNT AND RECORD RESIDENT'S RADIAL PULSE AND RESPIRATIONS

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident.

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3. Locate the resident’s radial pulse by placing fingertips on thumb side of the resident's wrist.
4. Count resident’ radial pulse for one full minute.
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting. (This is because the RN Test Observer will count the resident’s radial pulse on the resident’s other arm and will start and stop counting when directed by the candidate.)*
5. Record the resident’s radial pulse rate reading on the previously signed recording form.
- 6. Candidate’s recorded radial pulse rate is within 4 beats of RN Test Observer's recorded rate.**
7. Count resident’s respirations for one full minute.
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting. (This is because the RN Test Observer will count the resident’s radial pulse on the resident’s other arm and will start and stop counting when directed by the candidate.)*
8. Record the resident’s respirations reading on the previously signed recording form.
- 9. Candidate’s recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded rate.**
10. Place call light or signaling device within easy reach of resident.
11. Maintain respectful, courteous interpersonal interactions at all times.
12. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.

Knowledge Exam Vocabulary List

abandonment
abdominal thrust
abductor wedge
abnormal vital signs
absorption
abuse
accidents
activities
acute
adaptive
ADL
admission
admitting resident
affected side
aging process
agitation
Alzheimer's
ambulation
angina
anterior

anti-embolism stocking
anti-embolitic stocking
anxiety
aphasia
arthritis
aspiration
assault
assistive device
atrophy
authorized duty
axillary temperature
basic needs
bath water temperature
bathing
bed cradle
bed height
bed making
bedrest
behavior
behavioral care plan

beliefs
biohazard
bladder training
bleeding
blindness
blood pressure
body alignment
body fluid
body language
body mechanics
body temperature
bone loss
bowel program
brain stem
breathing
burnout
call light
cancer
cardiac arrest
cardiovascular system

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care impaired	decubitus ulcer	empathy
care plan	deeper tissue	essential behaviors
care planning	dehydration	ethics
cataract	delegation	eye glasses
catheter	demanding resident	falls
catheter care	dementia	fasting
cc's in an ounce	denture care	feces
central nervous system	dentures	feeding
chain of command	dependability	fire
charge nurse	developmental disability	fire safety
choking	diabetes	first aid
chronic	diastolic	flatus
circulation	diet	Foley catheter
circulatory system	dietitian	foot care
cleaning	digestion	foot drop
clear liquid diet	dirty linen	fractures
clergy	discharging resident	fraud
cognitively impaired	disease	frayed cord
cold pack	disease process	gait belt
colostomy	disinfection	gastric feedings
colostomy care	disoriented	gastrostomy tube
coma	disposing of contaminated materials	geriatrics
combative resident	disrespect	gestures
communicable	dizziness	gifts
communication	DNR	gloves
conduct	documentation	grand mal seizure
confidentiality	domestic abuse	grieving process
conflict	dressing	group settings
confused resident	dry skin	hair care
congestive heart failure	dying	hand care
constipation	dysphagia	hand tremors
contamination	dyspnea	hand washing
contracture	dysuria	health-care team
converting measures	edema	hearing aid
COPD	elastic stockings	hearing impaired
coughing excessively	elimination	hearing loss
CPR	emesis	heart muscle
cultural	emesis basin	Heimlich maneuver
culture	emotional abuse	helping residents
CVA	emotional needs	hemiplegia
dangling	emotional stress	HIPAA
de-escalation	emotional support	HIV
death and dying		hormones

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hospice
hyperglycemia
hypertension
hyperventilation
I&O
immobility
impaired
in-house transfer
in-service programs
incontinence
indwelling catheter
infection
infection control
initial observations
insomnia
intake
intake and output
integumentary system
interpersonal skills
invasion of privacy
isolation
isolation precautions
IV care
jaundice
job description
lactose intolerance
lift/draw sheet
linen
log roll
log rolling
loose teeth
male perineal care
masturbation
measuring height
measuring temperature
mechanical lift
medical record
medications
memory loss
mental health
mentally impaired
microorganism
military time

mistakes
mobility
mouth care
moving
Multiple Sclerosis
muscle spasms
musculoskeletal
nail care
nasal cannula
neglect
non-contagious disease
non-verbal communication
NPO
nursing assistant's role
nutrition
objective
objective data
occupied bed
ombudsman
oral care
oral hygiene
oral temperature
orientation
oriented
orthostatic hypotension
osteoporosis
ostomy bag
output
overbed table
oxygen
oxygen use
palliative care
paralysis
paranoia
Parkinson's
passive
patience
perineal care
personal care
personal items
personal protective equipment
personal values

pet therapy
phone etiquette
physical needs
physical therapist
physician's authority
plaque
plate rim
positioning
PPE
precautions
pressure ulcer
preventing falls
privacy
pronation
prostate gland
prosthesis
prothesis
psychological needs
psychosocial
pulse
quadriplegia
quality of life
RACE (acronym)
radial
range of motion
reality orientation
rectal
regulation
rehabilitation
religious service
reminiscing
renewal
reporting
reposition
resident abuse
resident belongings
resident independence
resident pictures
resident right
resident treatment
resident trust
Resident's Bill of Rights
resident's chart

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resident's environment
resident's families
residents
respectful treatment
respiration
respiratory symptoms
respiratory system
responding to resident behavior
responsibility
restorative care
restraint
resuscitation
rights
rigor mortis
risk factor
rotation
safety
safety procedures
sanitizer
scale
secretions
seizure
self-esteem
sexual abuse
sexual harassment
sexual needs
shampoo tray
sharing information
sharps container
shaving
shearing

Sitz bath
skin observation
smoking
social needs
social worker
soiled linen
specimen
spiritual needs
standard precautions
stealing
stethoscope
stress
stroke
subjective
subjective data
sundowning
supplemental feedings
suprapubic
survey
swelling
tachycardia
telephone etiquette
temperature
tendons
terminal illness
terminology
thickened liquids
threatening resident
tips
toenails
transfer belt
transfers

transporting food
transporting linens
tub bath
tubing
twice daily
tympanic
tympanic temperature
unaffected
unconscious
unsteady
urethral
urinary catheter bag
urinary elimination
urinary system
urinary tract
urination
validation therapy
vision change
vital signs
vocabulary
vomitus
walker
wandering resident
water faucets
weakness
weighing
weight
well-being
wheelchair safety
withdrawn resident

