



Arizona Nursing Assistant Instructor Newsletter

November 2012



Thanks to the combined efforts of 50 host test sites, 15 RN test observers, their testing teams, the Arizona Board of Nursing and Headmaster we have provided nursing assistant (NA) competency testing for over 4700 Arizona NA candidates year-to-date. Here's what some of those candidates wrote on their post test surveys,

"I am glad that I get to take my State Boards where I studied, makes you feel less nervous."

"Everything was well organized and ready to go when we arrived. Written test area was set up and had supplies we would need. Instructions were clear and test was easy to do on the laptop. Thank you!"

"I loved my tester and resident. They helped me stay calm and not feel overwhelmed."

"The testing proctors were both professional and courteous. I appreciated them answering any questions I had and helping me feel comfortable before I began each exam."

"Everything was good. I did not feel tensed during my skills or my written exam. The ambiance was comforting and less stressful and that was good for me. Thank you for everything."

"The testing site people as well as the people who have trained me were very professional and well educated."

"I thoroughly appreciate the fact that I was given a phone call, email and letter in regards to the test site, thank you Headmasters for being proactive."

"Excellent test administration. Thank you for being so organized and clear with directions. Look forward to obtaining my results."

Printing Training Certificates for submission with AZBN NA Applications



Certificates of training completion submitted to AZBN with candidate applications must be generated from WebEtest and printed on white paper stock.

Programs must provide unaltered certificates with applications. Programs should not be using paper with pre-printed "certificates" on them.



Nursing Assistant Instructor Workshop – January 12, 2013

An Arizona Nursing Assistant (NA) Instructor Workshops will be facilitated by Headmaster, (D&S Diversified Technologies) at College of America in Phoenix on January 12, 2013 from 9 am to noon. NA instructor workshops are for training program instructors and program coordinators. These workshops are designed to help new program instructors better understand the testing process for their candidates. There are limited seats available so workshop registration is required. Registration forms are available via the AZ NA page of our website, www.hdmaster.com. Please fax or email your completed registration form to Headmaster at 406-442-3357. We will confirm your workshop reservation via phone, email or letter or you may call 800-393-8664 to confirm your faxed registration. The workshop session length is approximately 3-4 hours. You are welcome to bring something to snack on and drink for yourself to the workshop. There is no workshop fee. Please RSVP. We'd love to meet you!



Time for Results

Headmaster scores all candidate tests the day they are received in our office. Electronic tests are normally scored the next business day following the test date. Paper tests require mail time and normally are scored 3 business days after a test date. The Headmaster scoring team checks test documents for notes and demographic edits and then updates candidate records prior to scoring tests. We review marks, notations and measurements, and then score and double-check test results before posting the day's test results to the Internet. Every business day at 6:00 pm Mountain Time the scored test results for the day are posted and available via our website, www.hdmaster.com. Candidates may view results after 6 pm Mountain Time by logging in using their ss # or candidate ID #, test date and birth date. Hard copy test result letters are mailed via USPS to candidate addresses of record the day their tests are scored.

Happy Thanksgiving to you and yours!