

NURSE AIDE CERTIFICATION TESTING INSTRUCTIONS

1402 (Rate Structure) fill out the upper-half of this form and indicate which location you wish to test, (see enclosed SITE SCHEDULE for the test site location closest to you) and what tests you wish to take (example: one written & one skill test).

1101 (Application) complete (see ITEMS LISTED BELOW) and sign the application. A candidate has three attempts to pass the exam if he/she meets the following State of Montana requirements: (a) has completed, within the past 2 years, a State of Montana Approved 75-hour Nurse Aide Training Course (Out-of-State training does not count) and (b) has verification of training, such as, a copy of their graduation certificate or a signed affidavit from the instructor. **PAYMENT IS REQUIRED FOR EACH ATTEMPT.**

If you have not completed a Montana Approved Nurse Aide training program within the past 2 years or your certification has lapsed, you may choose to “**CHALLENGE**” the exam. Challenge candidates have one attempt to pass the test. Failing either the Written or Skill exam means that a challenge candidate may not test again until they have completed a Montana Approved 75-hour Nurse Aide Training Course.

Mail both forms 1402 and 1101 back to HEADMASTER, along with a money order in the amount of \$97.00 for both written and skill tests. **NO PERSONAL CHECKS!** We do accept “MasterCard” or “Visa”. If you wish to speed up the process, you may fax your test forms to (406) 442-3357 and include an additional priority fax fee of \$5.00. The deadline for test requests that are faxed (to get same business day service) is 3:30 p.m.

When your application forms are received, we will send your personalized test to the tester you listed on your 1402 form. A test notification letter, with the tester’s phone number, will be sent to you to inform you that your test has been mailed to the tester. It is your **RESPONSIBILITY** to call the tester to arrange the time and date for your test. If your tester does not hear from you, he/she will return your test to HEADMASTER and you will be considered a “No Show”. “No Show” candidates must reapply and repay the exam fee.

Testing consists of a 72 question, multiple-choice written exam and 5 manual skill tasks (1 task on Handwashing and 4 others). I have enclosed a “Candidate Handbook” for you to use to study. All skill tasks listed have the minimum number of steps required for a nurse aide to perform the task.

ALL SUBMITTED TEST REQUEST FORMS NEED TO HAVE THE FOLLOWING ITEMS FULLY COMPLETED, CORRECTLY and LEGIBLY STATED:

- testing location
- choice of tester
- written/oral/both
- date of birth
- social security number
- home address
- home/work phone
- signed application
- e-mail, printed clearly

***** **All applications missing the above listed items will be returned to the sender*******

Electronic Devices: Cellular phones, beepers or any other electronic devices are not permitted during testing. This will be considered a testing irregularity and your test will be stopped, immediately collected and you will be required to reapply and repay if you are allowed to test again.

PLEASE NOTE! as of January, 2005 two forms of candidate identification is required and must be shown before a candidate may test: (1) a non-expired, photo ID that bears your signature (2) your Social Security card. You MUST have both of these available at the test site. If you forget either form of ID, you will not be allowed to test and will be considered a NO SHOW. This means you will need to reapply and pay for a new test date. Your Social Security number is to be given to the Nurse Aide Registry for identification purposes.

NOTE!! ON-LINE PRACTICE EXAMS are now available on our Website@ www.hdmaster.com. This 72 written question exam is a “**study guide**” (it will not let you go to the next question until you get the correct answer) of what to expect before taking the actual written exam. **Call Sandra @1-800-393-8664 for more information.**

HEADMASTER
(406)442-8656