

REGIONAL APPLICATION INSTRUCTIONS:

FILL OUT FORM 1402 (Rate Structure) By filling out the upper-half of the form and indicate which location you wish to test, such as, (see REGIONAL SITE SCHEDULE) for town closest to you) and what tests you wish to take (ex: one written & one skill test).

FILL OUT FORM 1101 (Application) Complete (see ITEMS LISTED BELOW) and sign application with your signature. Note! To have 3 attempts to pass your test, the State of Montana requires: (a) that the candidate 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) verification of your training such as a copy of your graduation certificate or a signed affidavit from the instructor. Payment is required each time that you test.

If you haven't 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 the 1101 and 1402 forms back to HEADMASTER, along with a money order in the amount of \$96.00 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 test 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, she will return your test to HEADMASTER and you will be considered a "No Show".

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.** Federal regulations and the State of Montana still require that we test on the "vest restraint" and the "use of side rails" on beds. Most facilities do not use these restraints, but you may be tested on them, so make sure you know how to perform these tasks in case one of them is included in your test.

ALL SUBMITTED TEST REQUEST FORMS NEED TO HAVE THE FOLLOWING ITEMS FULLY COMPLETED & CORRECTLY 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 immediately collected.

PLEASE NOTE! as of January, 2005, testers are now required to ask for two forms of identification before allowing a candidate to 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 will be given to the Nurse Aide Registry for identification purposes.

APPLICATION INSTRUCTIONS CONT.....

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Note! **On-line PRACTICE EXAMS** are now available on our Website@ www.hdmaster.com. When choosing a practice test select "MONTANA" and it will give you the same number of questions in each subject area as are on the actual "Montana" written exam.

Sandra Sally, HEADMASTER

Montana Nurse Aide Testing Program Manager

Phone# (406)442-8656