



D&S Diversified Technologies LLP

Headmaster LLP

NEW MEXICO NURSE AIDE CANDIDATE HANDBOOK

April 2026
VERSION 5.0

D&S Diversified Technologies (D&SDT) – Headmaster

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New Mexico TMU©: nm.tmutest.com

Website: www.hdmaster.com

(888) 401-0462 | (800) 393-8664 | (888) 401-0465

The logo for Headmaster TMU, featuring a stylized blue graduation cap (mortarboard) with a white tassel, set within a white hexagonal frame with a dark blue border.

HEADMASTER
TMU

HEADMASTER **TMU**

Contact Information

<p>Questions regarding:</p> <ul style="list-style-type: none"> testing process test scheduling eligibility to test name and address changes 	<p>Contact: D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP P.O. Box 6609 Helena, MT 59604</p> <p>Email: newmexico@hdmaster.com Website: hdmaster.com</p> <p style="text-align: center;">New Mexico TMU© Webpage: nm.tmutest.com</p>	<p>Hours and Phone #:</p> <p>Monday through Friday 6:00AM – 6:00PM Mountain Time (MT)</p> <p>Phone #: (888) 401-0462</p> <p>Registry Phone #: (888) 401-0465</p> <p>Fax #: (406) 442-3357</p>
<p>Questions regarding:</p> <ul style="list-style-type: none"> obtaining information on official regulations and guidelines for nurse aides obtaining information regarding approved training programs renewals reinstatement reciprocity regulations approval to test 	<p>Contact: New Mexico Health Care Authority (NMHCA) Health Facility Licensing and Certification Nurse Aide Registry ATTN: Nurse Aide Registry 3900 Masthead Street NE Albuquerque, NM 87109</p> <div style="text-align: right;">  </div> <p>Email: CNA.Registry@hca.nm.gov</p> <p style="text-align: center;">New Mexico Nurse Aide Website: https://www.nmhealth.org/about/dhi/hflc/prop/nar/</p>	<p>Hours and Phone #:</p> <p>Monday through Friday 8:00AM – 5:00PM Mountain Time (MT)</p> <p>Phone #: (505) 861-9680</p>

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INTRODUCTION

Congress adopted the Nursing Home Reform Act in 1987 as part of the Omnibus Budget Reconciliation Act (OBRA '87). This federal law was designed to improve the quality of care in long-term healthcare facilities and 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. This program aims to ensure that candidates seeking to be nurse aides understand these standards and can competently and safely perform the job of an entry-level nurse aide.

The minimum age requirement to test in New Mexico is 16. This handbook describes the nurse aide competency examination process and is designed to help prepare candidates for testing. The examination has two parts: a multiple-choice knowledge test and a skill test. Candidates must pass both parts to be identified and listed on the New Mexico Nurse Aide Registry.

The New Mexico Health Care Authority (NMHCA) 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 get in touch with D&SDT-HEADMASTER at (888) 401-0462 or go to D&SDT-HEADMASTER's [New Mexico Nurse Aide web page](#). The information in this handbook will help you prepare for your examination.

NEW MEXICO NURSE AIDE REGISTRY REQUIREMENTS

The New Mexico Nurse Aide Registry (NMNAR) lists the names of nurse aides who, through training, testing, and experience, meet federal and/or state requirements to work as nurse aides in New Mexico. The Registry includes substantiated findings of nurse aide abuse, neglect, misappropriation of resident property, or exploitation involving a nurse aide at a New Mexico Health Care Authority (NMHCA) licensed medical facility. Upon successfully completing training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements, a nurse aide candidate will be listed on the NMNAR.

Review the **Nurse Aide Competency Exam** section to help prepare for the exam.

Registry Maintenance

Once placed on the New Mexico Registry, it is your responsibility to keep your demographic information up to date so that renewal notifications/alerts can be delivered to you promptly. You must renew electronically by signing in to your TMU© account at nm.tmutest.com. Use your Email or Username and Password to sign in. If you are new to the system or have forgotten your password, refer to the **Forgot my Password** section in this handbook to reset your password. If you need assistance signing in to your TMU© account, call D&SDT-HEADMASTER at (888) 401-0462. Renewal reminders are emailed to your TMU© account email address of record and/or texted to your SMS-capable phone, so keeping your contact information current is important.

Note: Renewal notifications/alerts are sent via email and text message 30 days before your certification expires. No renewal certifications are sent via USPS mail. It is important to keep your TMU© demographic information up to date to receive your renewal notification.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Registry name changes (marriage/divorce, etc.), date of birth changes, social security number corrections, etc., must be verified with appropriate documentation. Please complete the [DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM](#) and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the New Mexico TMU© main web page (before you log in to your account), or click on this link: <https://nm.tmutest.com/apply/6>.

Registry Renewal

To maintain eligibility to work, you must renew your eligibility every twenty-four months. To be eligible to renew, you must work for pay as a nurse aide performing nursing or nursing-related services at least eight (8) consecutive hours during the previous twenty-four months. Nurse aides with misconduct restrictions on the Registry are not eligible for renewal. You are allowed 30 days after your certification expires to renew. If your license has been expired over 30 days, you will need to test to recertify.

To renew, sign in to your TMU© account at nm.tmutest.com and list your work hours and where you were employed (nursing home, hospital, hospice, home health agency, or ICF/MR facility). Use your Email or Username and Password to sign in. If you are new to the system or have forgotten your password, refer to the **Forgot my Password and Recover my Account** section in this handbook to reset your password. An email verification link will be sent to the employer contact you choose from the list of employers. When the employer verifies your work experience, your eligibility will be extended an additional twenty-four months.

- If you work for an employment agency, you must submit your employment verification request to a facility at which you have worked hours through your agency.
- Employment agencies are not listed in the list of employers and cannot verify your employment.
- Employment as a private-duty aide, doctor's office aide, laboratory aide, personal care home assisted living aide, or personal care home residential living aide does not qualify for recertification.
- If you are not employed as a nurse aide at the time of recertification, you must submit your employment verification request to a facility at which you have previously worked. If your previous employer will not verify your employment, you should choose the 'HCA Renewal – Documentation Required' option, and the New Mexico Health Care Authority (NMHCA) will review and approve your verification.

Renewal Instructions

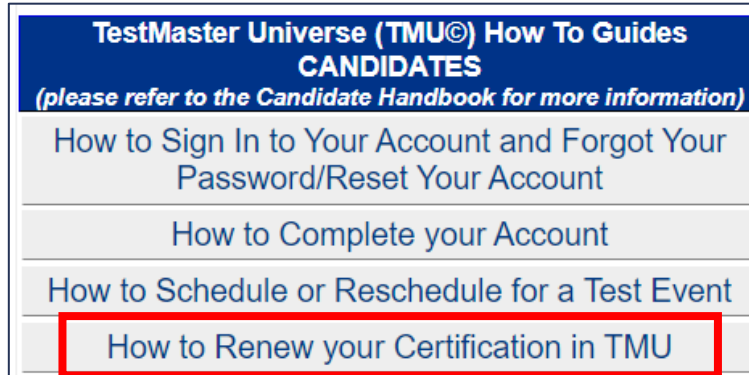
To renew your certification, sign in to your TMU© account at nm.tmutest.com.

If you do not know your 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 the **Forgot your Password and Recover your Account** section). If you are unable to sign in for any reason, contact D&SDT-HEADMASTER at (888) 401-0462.

There are three options to pay the renewal fee:

- **Self-Pay:** pay the fee yourself with a credit card.
- **Sponsor Payment:** your employer pays the fee for you.
- **New Mexico Health Care Authority Funded Facility:** There is no renewal fee.

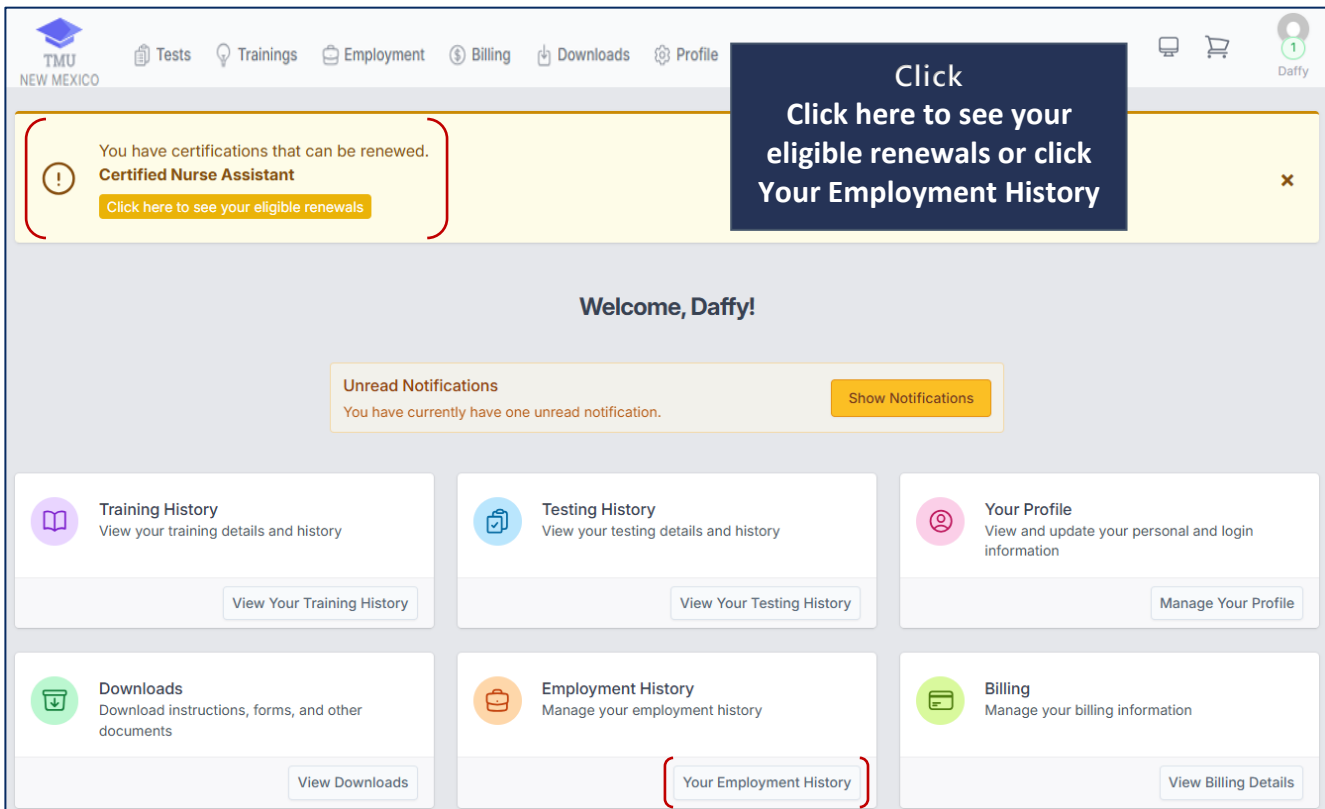
Please see detailed instructions on [D&SDT-HEADMASTER's New Mexico website](#). Click [How to Renew your Certification in TMU](#).



Under federal regulations, a nurse aide becomes ineligible for employment if they do not perform at least 8 hours of nursing-related services for pay in a health care setting within each twenty-four month renewal period. To re-establish employment eligibility on the NMNAR, you must successfully pass both components of the approved New Mexico NA nurse aide competency examination.

Contact D&SDT-HEADMASTER for authorization to schedule the competency test to regain employment eligibility status.

OR - please refer to the following instructions:



This screen will open up:

Home > Renewal Letters

Renewal Letters

Click here to submit Employment Renewal

Nurse Aide Certification FAKE #

Your New Mexico Nurse Aide Certification will expire on Aug 31, 2025

Click here to submit Employment Renewal

This is the next screen that will open up:

NOTE: When you select your Employer from the drop-down, the rest of this screen will appear – please see the next page.

Home > Employment History > Create Employment Renewal

Create Employment Renewal

Choose your Employer from the drop-down
Enter your- Start Date
Upload your renewal document(s)

Employment

CERTIFICATION *
Nurse Aide

EMPLOYER *
Select Employer

START * END

UPLOAD DOCUMENTS *
Choose Files No file chosen

Add File

By clicking Create you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer.

Create

If your employer pays the renewal fee for you, select-
SPONSOR PAYMENT -- SEE EXAMPLE ON THE NEXT PAGE

For **SELF-PAY**: Complete the credit/debit card information to pay the non-refundable renewal fee of \$25.00 + a 4.875% non-refundable New Mexico Gross Revenue Tax Fee

Click on- **PAY NOW**

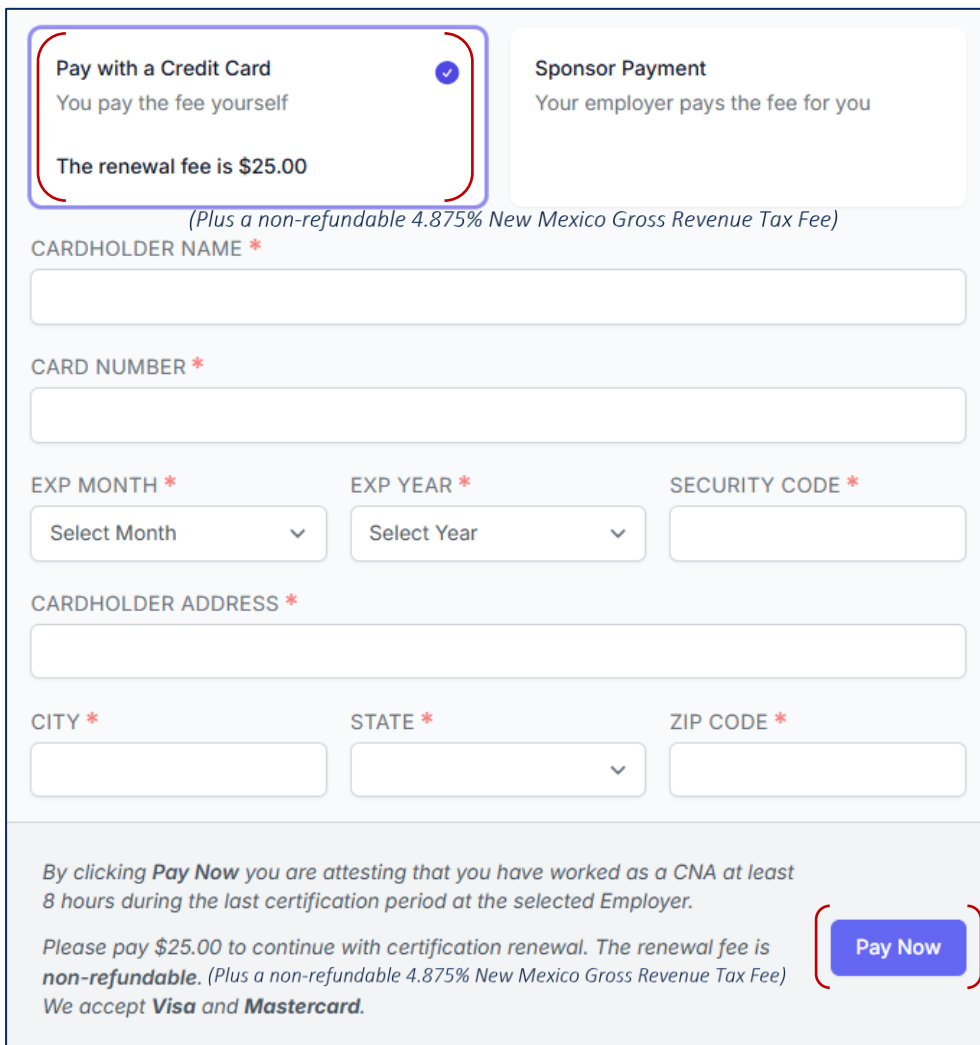
(NOTE: The renewal fee and New Mexico Gross Revenue Tax Fee are non-refundable.)

(You are self-attesting that you have worked as a CNA for at least 8 hours during the last certification period at the facility (employer) you listed.)

Your eligibility will be extended an additional 24 months.

Self-pay option:

Once you have selected your EMPLOYER from the drop-down list, the screen will populate with the following information.



Pay with a Credit Card You pay the fee yourself
The renewal fee is \$25.00
(Plus a non-refundable 4.875% New Mexico Gross Revenue Tax Fee)

Sponsor Payment Your employer pays the fee for you

CARDHOLDER NAME *

CARD NUMBER *

EXP MONTH * EXP YEAR * SECURITY CODE *

Select Month Select Year

CARDHOLDER ADDRESS *

CITY * STATE * ZIP CODE *

By clicking **Pay Now** you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer.

Please pay \$25.00 to continue with certification renewal. The renewal fee is **non-refundable**. (Plus a non-refundable 4.875% New Mexico Gross Revenue Tax Fee)
We accept **Visa** and **Mastercard**.

Pay Now

After paying the renewal fee (there is no renewal fee for 'state-funded' facilities), you will get a message that you have '**successfully created employment**', and the '**Status**' of your request will be '**Pending**'. Your employer will review your request and approve or deny it.

Sponsor payment option:

Pay with a Credit Card
You pay the fee yourself
The renewal fee is \$25.00
(Plus a non-refundable 4.875% New Mexico Gross Revenue Tax Fee)

Sponsor Payment ✓
Your employer pays the fee for you

Click Sponsor Payment
Then, click Create

By clicking **Create** you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer.
The selected Employer will be required to pay \$25.00 before your renewal is issued. *(Plus a non-refundable 4.875% New Mexico Gross Revenue Tax Fee)*

Create

After clicking **Create**, you will get a message that you have ‘**successfully created employment**’, and the Status of your request will be ‘**Pending**’ ‘**Sponsored**’. Your employer will review your request and approve or deny it.

NEW MEXICO HEALTH CARE AUTHORITY FUNDED FACILITY: *There is no renewal fee.*

If your Employer is a state-funded facility, when you choose your state-funded EMPLOYER from the drop-down list, the screen will populate with the following information below.

Employment

CERTIFICATION * EMPLOYER *
Nurse Aide Thoughtful Care

START * END
07/01/2022

UPLOAD DOCUMENTS
Choose File No file chosen
Add File

By clicking **Create** you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer.

Create

After clicking **Create**, you will get a message that you have ‘**successfully created employment**’, and the Status of your request will be ‘**Pending**’. Your employer will review your request and approve or deny it.

Reinstatement

Reinstatements of lapsed New Mexico certifications are processed as follows:

- If you are on the New Mexico CNA Registry (NMNAR) and your certification has lapsed **less than 24 months**, you may reinstate your certificate via retesting. Training will not be required if your expiration date is within the past 24 months at the time you apply. To apply for reinstatement under these circumstances, please contact D&SDT-HEADMASTER at (888) 401-0462 to request that your account be updated to allow you to reactivate by exam.
 - Candidates have 24 months from the date their certification expired to pass both parts of the Competency Examination.
- If your certification has lapsed more than 24 months, but you have been working in a nursing-related field for at least 24 months, you may reinstate your certification via retesting. To apply for reinstatement under these circumstances, please go to the New Mexico TMU nm.tmutest.com, click 'APPLICATIONS' or nm.tmutest.com/apply, and choose the **REACTIVATION BY EXAM (Lapsed MORE THAN 24 Months)**. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.
 - You will need to submit a letter from your employer on company letterhead listing the following information:
 - Employee's name
 - Employee's title
 - Employee's hire date(s)
 - A detailed list of employee's job duties
- If your certification **lapsed more than 24 months ago and you have not worked in a nursing-related field in the past 24 months**, you must successfully complete a New Mexico state-approved nurse aide training program and then take and pass the Competency Examination to become certified.
 - Candidates have 24 months from completing their training program to take and pass both parts of the Competency Examination.

Registry Reciprocity

This information is for applicants who want to be entered on the NMNAR through the New Mexico Reciprocity/Out-of-State registry placement process.

OUT-OF-STATE RECIPROCITY PROCESS

You must be current and in good standing on a nurse aide registry in a state other than New Mexico to be considered. To apply for reciprocity placement on the NMNAR, you must complete an Out-of-State Reciprocity Application in the New Mexico TMU© nm.tmutest.com by clicking 'APPLICATIONS' or nm.tmutest.com/apply and choosing the **Reciprocity Form** application.

Once your completed application and all required documentation have been received, the NMHCA will determine if you are eligible to be added to the New Mexico Nurse Aide Registry. You must have a valid email address to receive your TMU© login username and temporary password. You may check your New Mexico Nurse Aide Registry listing

at nm.tmutest.com. Any personal information entered into TMU© will only be used to determine whether you can work as a nurse aide in New Mexico. Failure to provide complete and accurate information during the reciprocity determination process may delay or even prevent you from being listed on the NMNAR.

STUDENT NURSE / GRADUATE NURSE / FOREIGN NURSE TRAINING

LPN/RN Nursing Student

LPN or RN students: Select this route if you have successfully completed the required basic coursework and first round of clinicals in a New Mexico state-approved nursing program within the past 24 months. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a nursing student training waiver, please go to the New Mexico TMU© nm.tmutest.com, click 'APPLICATIONS' or nm.tmutest.com/apply, and choose the [Nursing Student Waiver](#) application.

Graduate Nurse

LPN or RN program graduates: Select this route if you have successfully completed a New Mexico state-approved RN/LPN program but have not yet been licensed. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a graduate nurse training waiver, please go to the New Mexico TMU© nm.tmutest.com, click 'APPLICATIONS' or nm.tmutest.com/apply, and choose the [Graduate Nurse Waiver](#) application.

Foreign Trained Nurse (LPN/RN)

LPN or RN program graduates who have completed an LPN or RN program outside New Mexico: Select this route if you are an LPN or RN trained in another country. You must have a valid nursing license from your country and be in good standing on the applicable registry. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a foreign-trained nurse (LPN/RN) training waiver, please go to the New Mexico TMU© nm.tmutest.com, click 'APPLICATIONS' or nm.tmutest.com/apply, and choose the [Foreign Trained Nurse Waiver](#) application.

MILITARY TRAINED

Select this route if you have obtained nurse aide-related skills and training through military service within the past 24 months. Once the NMHCA approves your eligibility to test, an account will be created in the New Mexico TMU© for you. You will be emailed your username and password to log in to your TMU© account, pay your testing fee, and schedule a test date. You must complete your testing within six months of your eligibility to test.

- To apply for a Military Training Waiver, please go to the New Mexico TMU© nm.tmutest.com, click 'APPLICATIONS' or nm.tmutest.com/apply, and choose the [Military Training Waiver](#) application.

VERIFICATION

A transfer of a CNA from New Mexico to another state may require a verification form verifying the New Mexico certification. Verification forms are available from the CNA registry business offices of other states. A CNA is responsible for acquiring the verification form from the State nurse aide registry of a state other than New Mexico.

Once the verification form is acquired, do the following:

1. Fill out the top portion of the Verification Form with your individual information.
2. Forward the original to the New Mexico CNA office:

CNAR Coordinator
Division of Health Improvement
3900 Masthead Street NE
Albuquerque, NM 87109

Once the verification form is received, the New Mexico CNAR coordinator will verify your certification in the New Mexico registry, date, sign, and stamp the official New Mexico Health Care Authority Nurse Aide Registry seal on the verification form, and mail it to the state to which you are transferring.

The CNA must follow up with the NAR of the reciprocating state within 3-4 weeks.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The New Mexico Health Care Authority (NMHCA) 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 the examination. D&SDT-HEADMASTER must approve accommodations in advance of the examination. Complete the [ADA Accommodation Request Application](#) found on the New Mexico TMU© main page under 'APPLICATIONS' to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if further documentation or information is required using the email in your TMU© account.

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

NEW MEXICO TESTMASTER UNIVERSE© (TMU©)

New Mexico TMU© Home Page

This is the New Mexico TMU© main page, nm.tmutest.com

TMU
NEW MEXICO

Sign In

How can we help you today?

- Test Dates**
Click 'Test Dates' to see the calendar of available test events and their location.
- Search New Mexico Registry**
Click 'Search New Mexico Registry' to search the Registry.
- Read FAQ**
Click 'Read FAQ' for frequently asked questions.
- Applications**
Click 'Applications' to find the available applications frequently used.

FOR OBSERVERS & TEST SITES
Manage test events, students, your own account and more by logging in.
Sign In

FOR INSTRUCTORS & TRAINING PROGRAMS
Create and edit records, manage trainings and schedule your students.
Sign In

FOR EMPLOYERS
Sign in to verify records, manage your account and make changes.
Sign In

Forgot your Password and Recover your Account

If you do not remember your password, follow the instructions with screenshots in this section.

Go to nm.tmutest.com.

-continued on the next page-

TMU
NEW MEXICO

Click
Sign In

Sign In

How can we help you today?

- Test Dates**
- Search New Mexico Registry**
- Read FAQ**
- Applications**

FOR OBSERVERS & TEST SITES
Manage test events, students, your own account and more by logging in.
[Sign In](#)

FOR INSTRUCTORS & TRAINING PROGRAMS
Create and edit records, manage trainings and schedule your students.
[Sign In](#)

FOR EMPLOYERS
Sign in to verify records, manage your account and make changes.
[Sign In](#)

Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME [Sign In](#)

[Forgot Your Password?](#)

Click
Forgot Your Password?

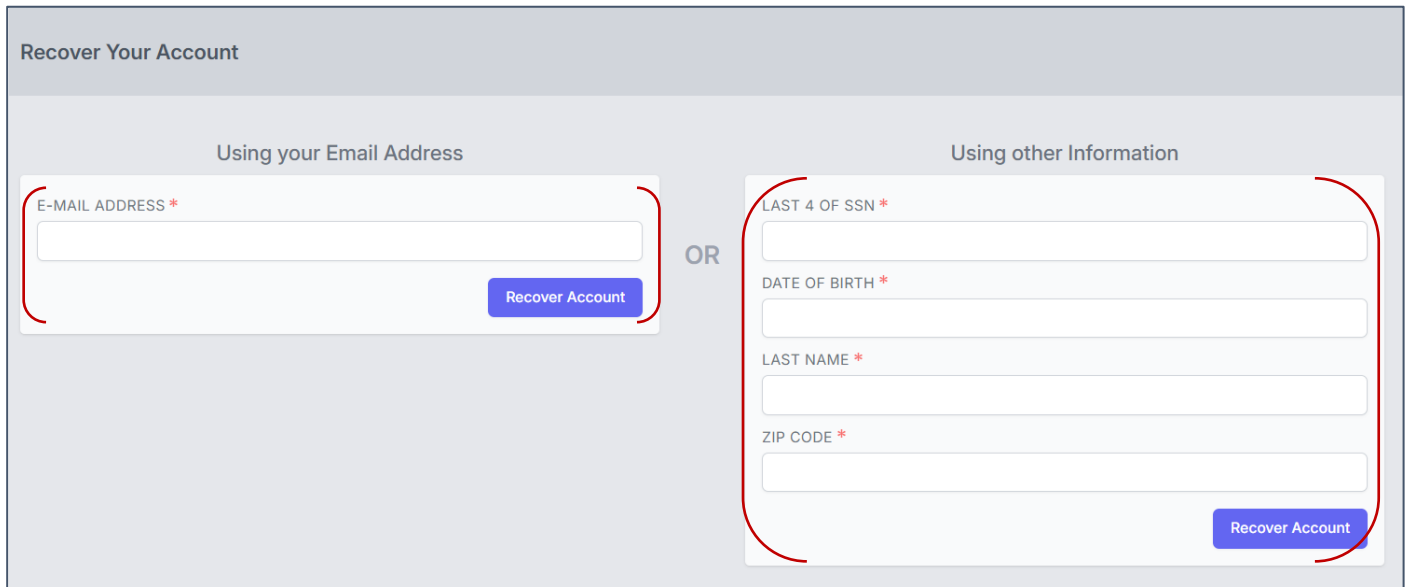
Type in your Email Address

Click **Recover Account**

- ◆ An email with the reset link will be sent to you.
- ◆ Click on the reset link in your email to reset your password.

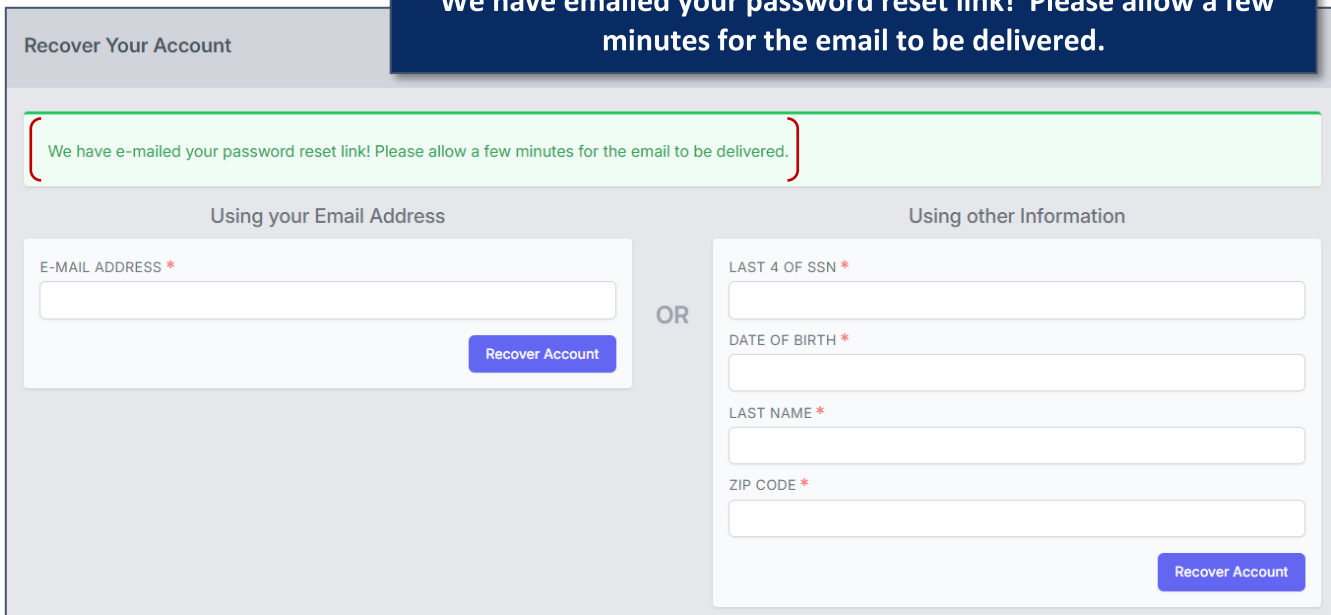
(-OR- You can type in the requested data under **Using other Information** if you have already updated your demographic information in your account)

Click **Recover Account**



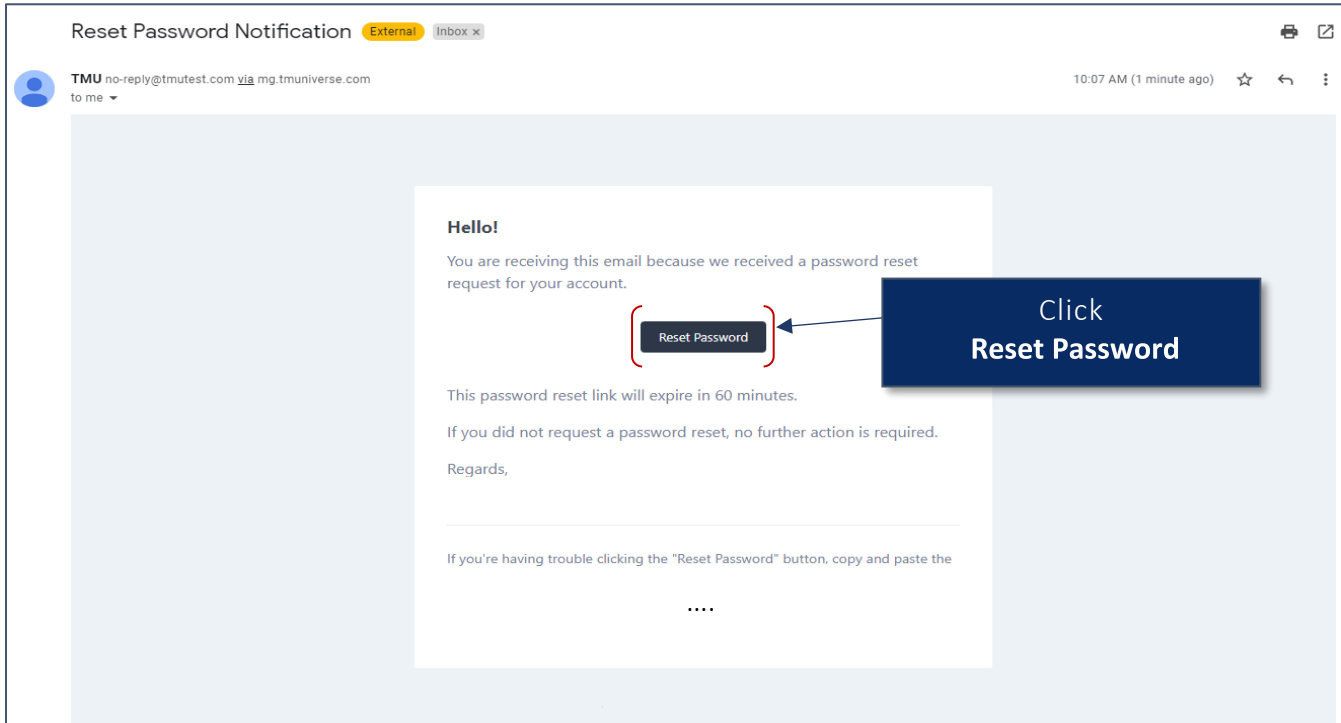
The screenshot shows the 'Recover Your Account' form with two main sections: 'Using your Email Address' and 'Using other Information', separated by an 'OR' label. The 'Using your Email Address' section has a text input field labeled 'E-MAIL ADDRESS *' and a blue 'Recover Account' button. The 'Using other Information' section has four text input fields labeled 'LAST 4 OF SSN *', 'DATE OF BIRTH *', 'LAST NAME *', and 'ZIP CODE *', with a blue 'Recover Account' button at the bottom right. Red brackets highlight the input fields in both sections.

You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.

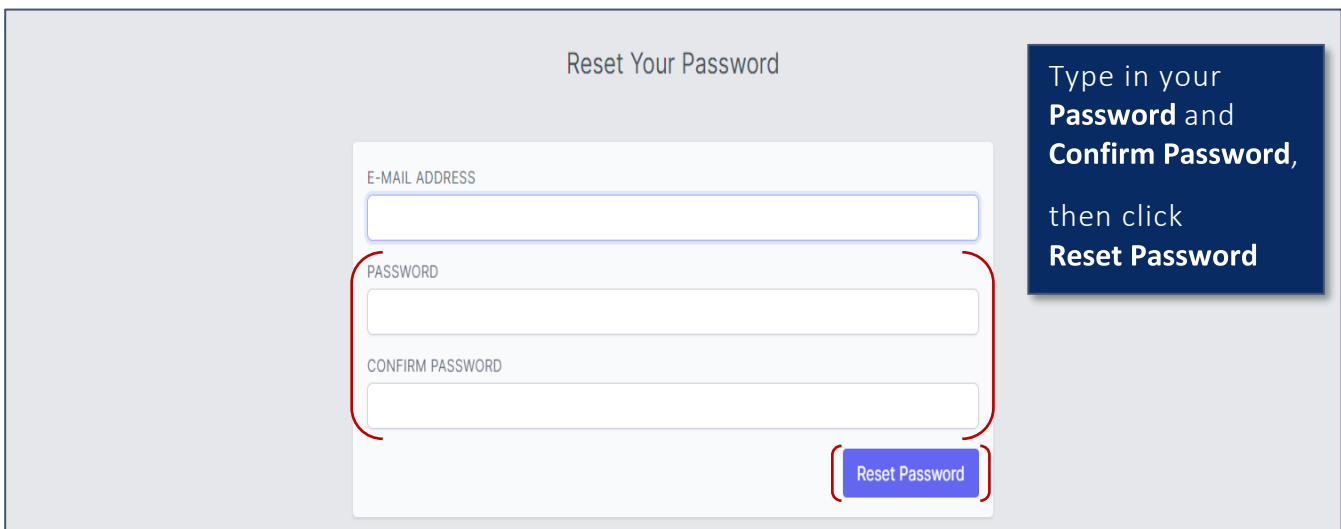


This screenshot shows the 'Recover Your Account' form after a successful password reset. A green message box at the top reads: 'We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.' Below the message, the form structure is identical to the previous screenshot, with 'Using your Email Address' and 'Using other Information' options and their respective input fields and 'Recover Account' buttons.

This is what the email will look like (check your junk/spam folder for the email):

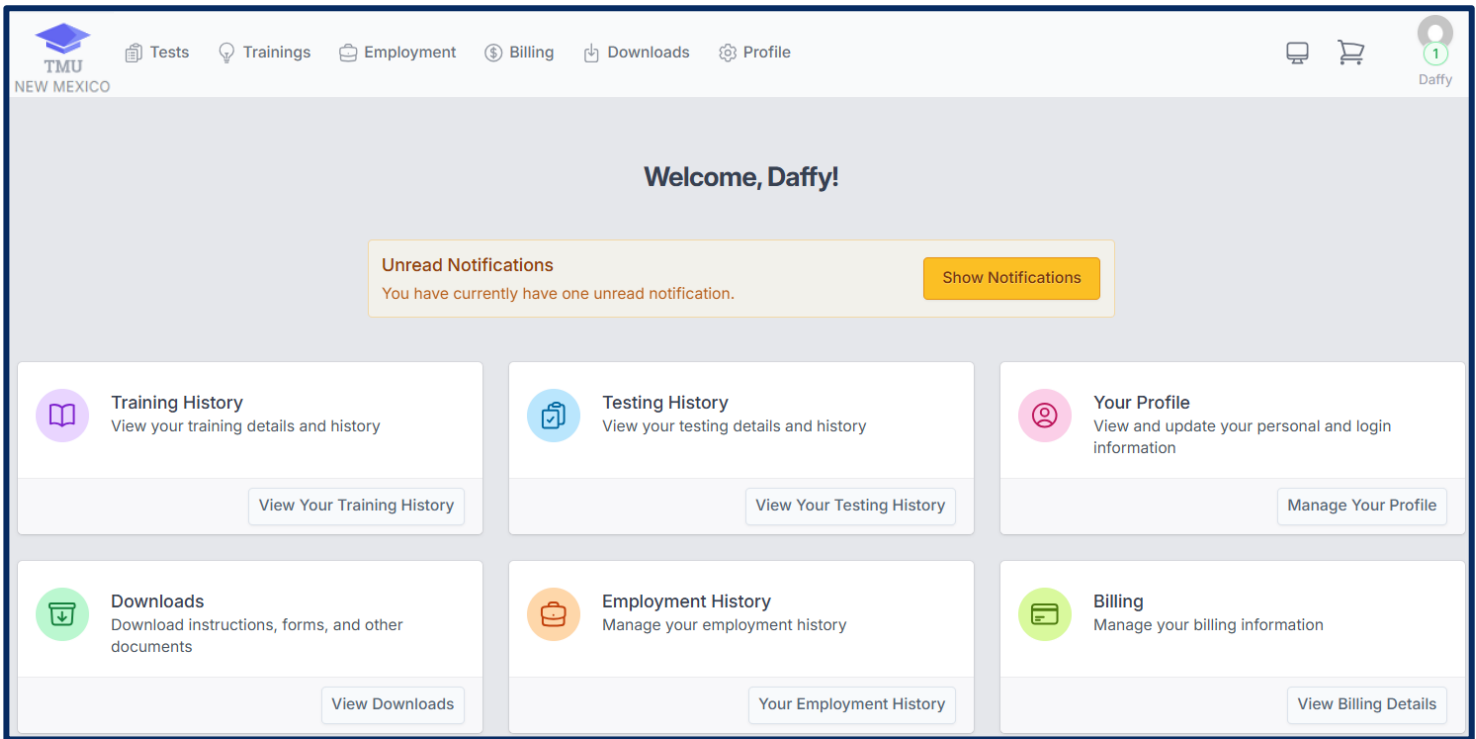


Note: If you do not reset your password right away, the link will expire in 60 minutes, and you will need to request a new link after that time.



Below is the candidate home screen you will see once you have reset your password.

*If you have not yet completed your account, you will see a different screen to fill out your demographic information. Please see the **Complete your TMU Account** section.*



Complete your TMU© Account

Your training program will enter your initial registration information in D&SDT-HEADMASTER’s New Mexico TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete the missing demographic information ***prior to testing***. Failure to do so may result in your being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event**

If you do not know your Password, enter your email address and click “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 cannot sign in, contact D&SDT-HEADMASTER at (888) 401-0462.

THE NEW MEXICO NURSE AIDE COMPETENCY EXAM

Payment Information

Exam Description	Price
Knowledge Exam {English or Spanish} -or- Knowledge Retake	\$40.00 <i>(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)</i>
Optional: Audio Version of the Knowledge Exam {English or Spanish} -or- Audio Knowledge Retake <i>(The knowledge test questions and answers are read through the computer and listened to through headphones or earbuds while you read along.) [\$40 + \$5 = \$45]</i>	Extra \$5.00 = total \$45.00 <i>(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)</i>
Skills Test -or- Skills Retake	\$100.00 <i>(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)</i>
Registry Renewal Fee	\$25.00 <i>(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)</i>

State of New Mexico – Payment of Test Fees

The State of New Mexico will pay test fees for candidates who have been offered employment or are currently employed by a Medicaid-certified nursing facility. In order for the state to pay your test fees, an authorized facility must be listed in your TMU© application.

If you are not eligible for state payment, please refer to the **Self-Pay of Testing Fees** section.

Schedule a New Mexico Nurse Aide Exam

Once you have completed your program, 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 New Mexico TMU© webpage at nm.tmutest.com using your email and password (see instructions under **Schedule / Reschedule a Test Event**). If you cannot sign in or schedule/reschedule online using your email, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 6:00AM to 6:00PM MT, Monday through Friday, excluding holidays.

Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your TMU© account, update your password, and complete your demographic information. **This must be done before scheduling a test event.** See the instructions under **Complete your TMU© Account**.

SELF-PAY OF TESTING FEES

Testing fees must be paid *before* you can schedule a test date. Once your training program has been completed, your training record will include completion hours and date, and 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 inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

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

Home > Tests

Your Tests

Scheduling

EXAM	REASON
<input checked="" type="checkbox"/> Certified Nurse Aide Knowledge Not Eligible	Payment Required
<input checked="" type="checkbox"/> Certified Nurse Aide Skill Not Eligible	Payment Required

Add Selected Items to Cart

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	\$40.00	Remove
Certified Nurse Aide for Sample Student	Skill	\$100.00	Remove
Total:		\$140.00	

(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee)

Pay with Credit Card

Home > Prepay
Prepay to Schedule

(What You're Paying For)

DESCRIPTION	COST
Certified Nurse Aide for Sample Student	\$40.00
Certified Nurse Aide for Sample Student	\$100.00
(Plus a 4.875% non-refundable New Mexico Gross Revenue Tax Fee) Total:	
	\$140.00

Enter the Credit Card information and then click **Submit Payment**.

You will receive a receipt of the transaction.

Pay with a Card

CARDHOLDER NAME CARD NUMBER

EXP MONTH EXP YEAR SECURITY CODE

CARDHOLDER ADDRESS

CITY STATE ZIP CODE

Submit Payment

NOTE: All fees are assessed a 4.875% non-refundable New Mexico Gross Revenue Tax Fee.

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 or reschedule a test event.

-continued on the next page-

SCHEDULE / RESCHEDULE A TEST EVENT

TMU NEW MEXICO

Tests Trainings Employment Billing Downloads Profile

Welcome, Daffy!

Unread Notifications
You currently have one unread notification. [Show Notifications](#)

Click Tests
-or-
View Your Testing History

Training History
View your training details and history
[View Your Training History](#)

Testing History
View your testing details and history
[View Your Testing History](#)

Your Profile
View and update your personal and login information
[Manage Your Profile](#)

Downloads
Download instructions, forms, and other documents
[View Downloads](#)

Employment History
Manage your employment history
[Your Employment History](#)

Billing
Manage your billing information
[View Billing Details](#)

Home > Test History

Your Tests

Scheduling

Exam	Status	Reason
Certified Nurse Aide Knowledge	Eligible	Schedule
Certified Nurse Aide Skill	Eligible	Schedule

All **eligible** test events will appear in this format.

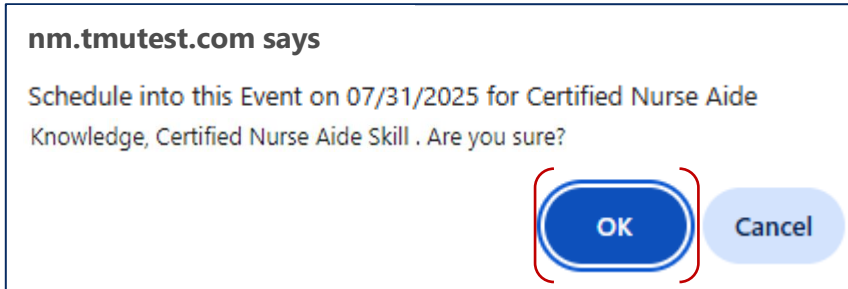
To select a test component (knowledge or skills) click **Schedule** to the right of the test component you want to schedule.

Home > Tests > Find Event

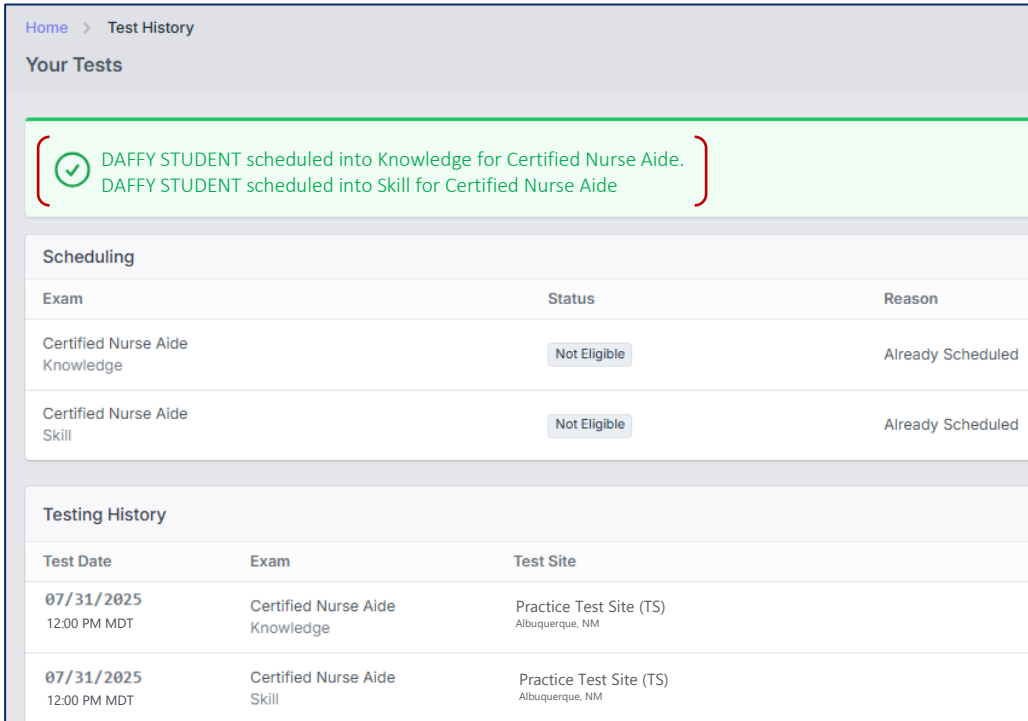
Find Event CERTIFIED NURSE AIDE

TEST DATE	TEST SITE	SCHEDULING FOR	
07/31/2025 12:00 PM MDT	Practice Test Site (TS) Albuquerque, NM	K Certified Nurse Aide S Certified Nurse Aide	Schedule
08/01/2025 3:00 PM MDT	Practice Test Site (TS) Albuquerque, NM	K Certified Nurse Aide S Certified Nurse Aide	Schedule

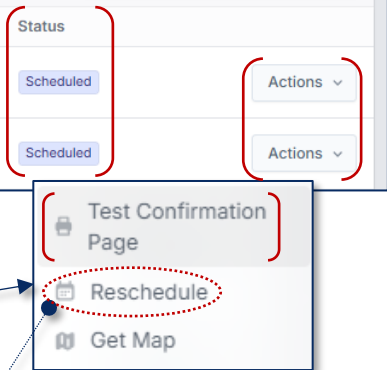
The next screen opens, showing you available events. Click **Schedule** to the right of the site and date you want to test.



To confirm this is the site and date you want to schedule, click **OK**



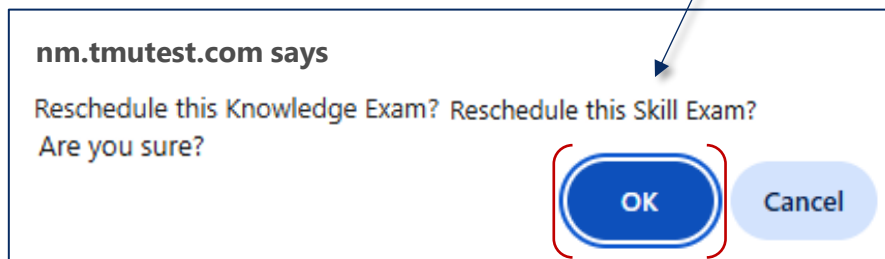
This screen confirms you are scheduled for a test date to take your knowledge and skills exam. Your status shows **Scheduled**, and a note at the top of your screen also shows you are scheduled. Click **Actions** and select **Test Confirmation Page** to see your test confirmation with important reminders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



RESCHEDULE A TEST EVENT SCREENSHOTS

You may reschedule an exam date online in your TMU© account at nm.tmutest.com up until one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.
- Click **OK**, and a list of available test events will appear to schedule.



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 New Mexico candidate handbook, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.

Note: Failure to read the candidate handbook could result in a no-show status for your test event if you do not adhere to the testing policies, etc.

It is important you read this letter!

Knowledge Exam Test Confirmation:
(A Skill Test confirmation will look the same.)

Click **Print Page** to print your confirmation letter.

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

Test Confirmation Letter

Scheduled Test Confirmation - New Mexico Certified Nurse Aide

Get Map Print Page

Test Date: 08/12/2025
Test Time: 7:45 AM MDT
Test Exam: Knowledge - Certified Nurse Aide
Test Site: Practice Test Site
 Test Site Address
 Albuquerque, NM 87106

Daffy Student
Best Student Address
 Los Lunas, NM

TESTING BEGINS AT **8:00 AM MST** ON **03/06/2026**:

You **MUST** be at your confirmed test site waiting area/room **20 minutes in advance** of your scheduled exam start time, **8:00 AM MST**, to check in.

- Testing **begins promptly at the start time noted on this test confirmation.**
- If you are not at the test site waiting area/room 20 minutes before your exam start time and are not in full clinical attire, you will not be allowed to test and will be a **NO SHOW** for the event. Please see further information in the New Mexico NA Candidate Handbook.
 - Please review the ID requirements found in the New Mexico NA Candidate Handbook.
- If you are unable to access your account, go to <https://nm.tmutest.com>, click Forgot Password, enter your Email, click on 'Send Reset Password Link', and follow the directions. If you need further assistance, please call D&SDT-Headmaster at (800)-393-8664.
- Refer to the **Nurse Aide Competency Exam** section of the **New Mexico NA 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 the forfeiture of your testing fees. Review this specific information before your testing date.

[Click to open the New Mexico Candidate Handbook](#)

Driving Directions

Detailed instructions regarding landmarks to look for, parking, building numbers, entrances, floor numbers, etc., will be included under driving directions. A map of the facility/campus may also be included, for example, below:



MAIN CAMPUS DIRECTORY

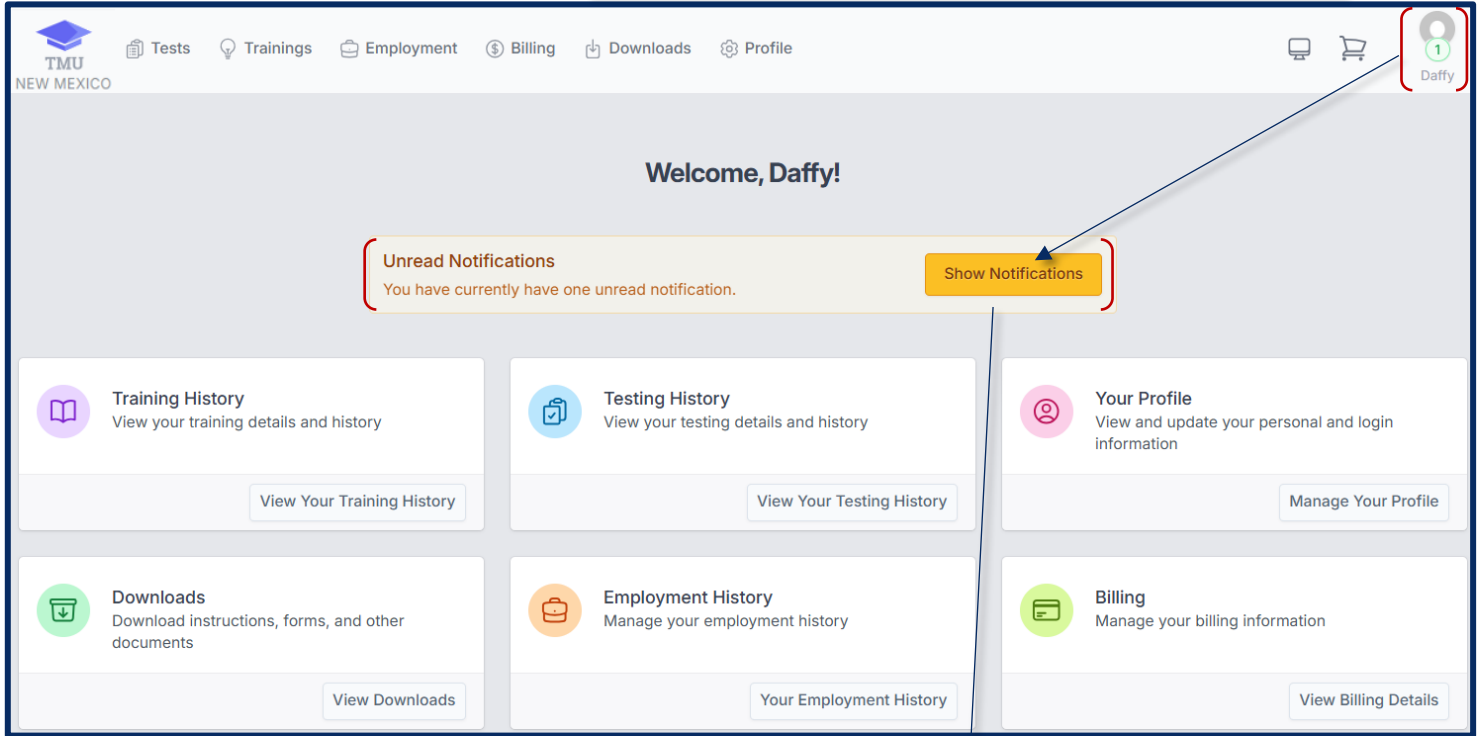
CEI	Cool Avenue Theatre
E	East Building
EC	Education Collaborative
JS	JS Building
NC	Nen Chaggy Hall
L	Science Laboratory Building
USA	Louis E. Sweeney Administrative Building
M	Marketplace @ CMH
MS	Max Salazar Hall
PPD	Support Services/Physical Plant

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

View your Notifications in TMU©

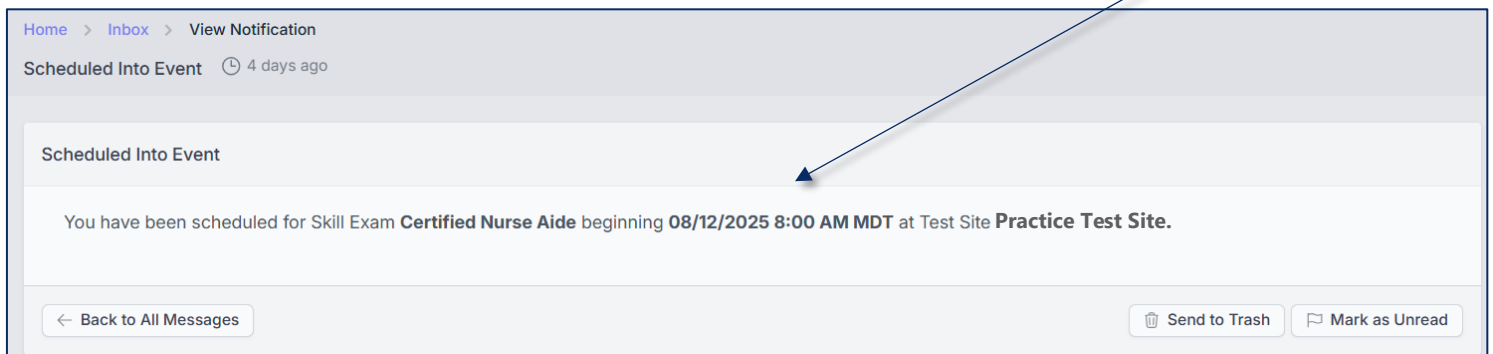
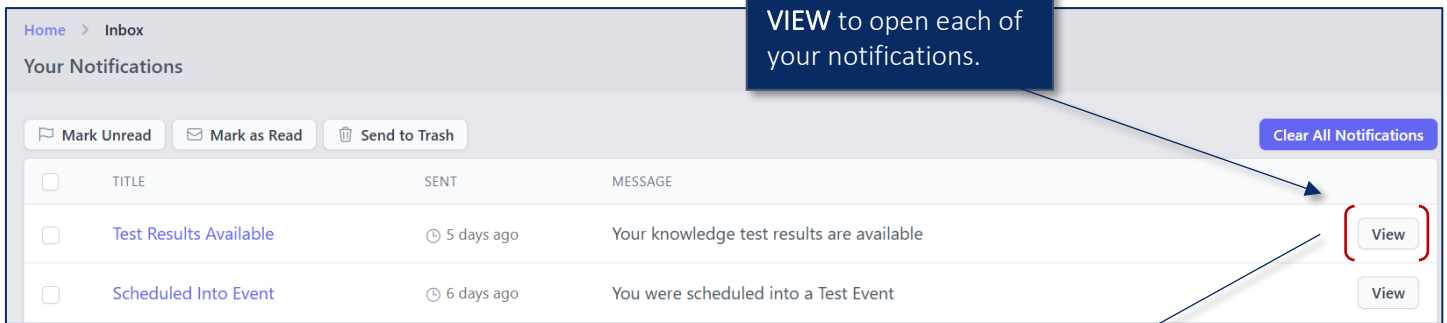
Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information.

Any unread notifications will appear in the box below.
Click on- **Show Notifications** to open your notifications.



Notification example when scheduled into a test event:

Click on-
VIEW to open each of
your notifications.



Time Frame for Testing from Training Program Completion

You have **three (3) attempts** to pass the exam's knowledge and skill test portions **within 24 months** from your date of nurse aide training program completion. If you do not complete testing within 24 months from completion of training, you must retrain to become eligible to further attempt New Mexico nurse aide examinations.

Test Day

EXAM CHECK-IN

You **must** arrive at your confirmed test site waiting area/room **20 minutes in advance** of your scheduled exam start time.

- Testing **begins** promptly at the start time noted on your test confirmation.
- You need to ensure you are at the event in the waiting area/room **20 minutes before the start time** to allow time to get checked in with the RN Test Observer.
 - *For example*, if your test starts at 8:00AM, you **must be at the test site waiting area/room for check-in by 7:40AM**.

Note: If you arrive late, you will not be permitted to take the test.

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 open-toed shoes are allowed.

Other testing attire information:

- You may bring a standard watch with a second hand.
- Smartwatches, smart glasses, fitness monitors, or any type of Bluetooth-connected devices **are not allowed**.

Note: You will not be admitted for testing if you are not wearing scrubs and the appropriate shoes. You will be considered a NO-SHOW status. You will forfeit your testing fees and will 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**.

Only original ID cards are accepted. Photocopies, images, faxes, emails, screenshots, and electronic or digitally stored forms of identification (for example, Apple or Google Wallet) **will not be accepted**.

Examples of the forms of non-expired, US government-issued, *signed, acceptable photo IDs are:

- **State-issued Driver's License**
 - *You may use the letter issued by 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**
- **Signed U.S. Passport** (Foreign Passports and Passport Cards *are not* acceptable)
 - * *Exception: A signed foreign passport with a US VISA within the passport is acceptable (the VISA does not have a signature)*
- **Permanent Resident Card** (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)
 - * *Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.*
- **U.S. Military Identification Card**
 - * *Accepted without a signature or fingerprint, but will have a barcode or may contain a fingerprint in place of a signature*
- **Tribal Identification Card**
 - *A signed photo ID with an expiration date (not expired) issued by a [federally recognized](#) Tribal Nation/Indian Tribe.*

The **FIRST** and **LAST** names printed on your mandatory United States (US) government-issued, *signed, non-expired, photo-bearing form of identification presented to the RN Test Observer during check-in at your test event ***MUST EXACTLY MATCH*** the FIRST and LAST names entered in your TMU© account. You may call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 6:00AM to 6:00PM MT, Monday through Friday, excluding holidays, to confirm that your name of record matches your *signed, non-expired, photo-bearing form of identification, or sign in to your TMU© account to check or change your demographic information. See more information under [Demographic Updates / Changes / Corrections](#).

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 ensure that the FIRST and LAST printed names on your identification card match the current name on record in your TMU© account.
- A driver's license or state-issued ID card with 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 cases where names do not match, your ID is not proper/valid, or it has a hole punched in it, this is considered a NO-SHOW status, and you will have to reschedule and pay for another test and date.

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

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Name changes (marriage/divorce, etc.), date of birth changes, and social security number corrections must be verified with appropriate documentation. Please complete the [DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM](#) and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the New Mexico TMU© main web page (before you log in to your account), or click on this link: <https://nm.tmutest.com/apply/6>.

INSTRUCTIONS FOR THE KNOWLEDGE AND SKILL EXAMS

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test.

These instructions detail the process and what you can expect during your exam. Please read the instructions **before** entering the knowledge exam room or skills 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 questions about the instructions you read when entering the testing rooms.

The **Knowledge and Skill Exam Instructions** are available under the **'DOWNLOADS'** tab in your TMU© account. Refer to the **Access the Candidate Handbook and Testing Instructions** section of this handbook.

TESTING POLICIES

The following policies are observed at each test site:

- Make sure you have signed in to your TMU© account at nm.tmutest.com well before your test date to update your password and complete your demographic information. Refer to this handbook's **Complete Your TMU© Account** section for instructions and information.
 - **If you have not signed in and completed/updated your TMU© account 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 for up to five (5) hours (if the knowledge and skills are taken together) in the worst-case scenario.
 - Scheduling time frames and the time at the test site may be significantly shorter.
- Testing begins promptly at the start time noted on your confirmation. You **must** be in the test site waiting area/room to check in 20 minutes before your scheduled start time – if your test start time is 8:00AM, you must be in the waiting area/room **by 7:40AM**. If you arrive late for your confirmed exam, you will not be admitted. Any exam fees paid *will NOT be refunded*.
- 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 check-in at your test event **DO NOT MATCH** the FIRST and LAST names that were entered in the New Mexico 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 do not show up for your exam day, or are considered a NO-SHOW STATUS for any reason (*see details in this handbook's **No-Show Status** section*), any test fees paid will NOT be refunded. You must repay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smartwatches, smart glasses, 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. The testing team will inform you of the designated area to place your personal items and electronic devices, and you will collect these items when you complete your test(s).

- All electronic devices must be **turned off**, including smartwatches, smart glasses, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
- Anyone caught using any electronic recording device during testing will be dismissed from the exam and testing room, your test will be scored as a failed attempt, you will forfeit all testing fees, and you will be reported to your training program and the New Mexico Health Care Authority (NMHCA). You may, however, use personal devices during your free time in the waiting area. Please see this handbook's **Security** section.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language translation dictionaries of any type, translators, using language translators that are not pre-approved, and electronic dictionaries **are not allowed**.
- **SCRATCH PAPER AND CALCULATORS:** If needed, you may do math calculations on scratch paper provided by the KTP. **Calculators 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.
- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the New Mexico Health Care Authority (NMHCA). Please see this handbook's **Security** section for detailed information.
- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.
- No visitors, guests, pets (including companion and emotional support animals), or children are allowed.
 - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. We encourage you to contact D&SDT-HEADMASTER at (888)401-0462, or via email newmexico@hdmaster.com, once you schedule a test date, so that we can notify the testing team.
 - If you show up at your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be allowed to test and will forfeit all testing fees paid.
- **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (888) 401-0462 immediately to reschedule (see the **note** below).
 - **You may not test** if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.) Call D&SDT-HEADMASTER at (888) 401-0462 immediately to reschedule if you are on doctor's orders (see the **note** below).
NOTE: Please see this handbook's **Rescheduling Policy** and **No-Show Exceptions** sections.
→ Reschedules will not be granted less than one (1) full business day before a scheduled test date.
- **Please review this New Mexico NA Candidate Handbook before your test day for any testing and/or policy updates.**
- The Candidate Handbook and testing instructions can also be accessed within your TMU© account under your 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS

TMU NEW MEXICO

Tests Trainings Employment Billing Downloads Profile

Welcome, Daffy!

Click Downloads or View Downloads

Unread Notifications
You have currently have one unread notification. Show Notifications

Training History
View your training details and history
View Your Training History

Testing History
View your testing details and history
View Your Testing History

Your Profile
View and update your personal and login information
Manage Your Profile

Downloads
Download instructions, forms, and other documents
View Downloads

Employment History
Manage your employment history
Your Employment History

Billing
Manage your billing information
View Billing Details

Home > Downloads

Downloads

Click **Download** to open the Candidate Handbook and Testing Instructions.

New Mexico NURSE AIDE HANDBOOK

Knowledge Exam Instructions
Please read these instructions before taking your on-site Nurse Aide knowledge exam.

Skill Test Instructions
Please read these instructions before taking your skill test.

DOWNLOAD

DOWNLOAD

DOWNLOAD

Security

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the New Mexico Health Care Authority (NMHCA).

You will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees if you, which may include, but are not limited to, the following circumstances:

- Are caught cheating
- Refuse to follow directions
- Use abusive language or threaten others
- Disrupt the examination environment
- Are visibly impaired
- Engage in unprofessional or aggressive behavior
- Attempt to remove test material, take notes, or copy information
- Give or receive unauthorized help during testing, including using electronic devices (e.g., cell phones, smartwatches, smart glasses) or navigating to other browsers during your exam

A report of your behavior will be sent to your training program and the NMHCA, and you are subject to legal prosecution to the fullest extent of the law. You may not be allowed to retest for at least six months and may need NMHCA permission to be eligible to retest.

Rescheduling Policy

All candidates may reschedule for free online at nm.tmutest.com any time up until one (1) business day before a scheduled test day, excluding Saturdays, Sundays, and holidays.

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 TMU© account at nm.tmutest.com. (See instructions under **Schedule / Reschedule a Test Event**).

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

The scheduled test date is on a:	Reschedule before 6:00PM MT 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 before 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 you are not interested in taking the New Mexico nurse aide certification exam.

SCHEDULED IN A TEST EVENT

- 1) If you are scheduled for a test event, you can request a refund of the testing fees paid by filling out and submitting the [CANDIDATE-Refund Request Form](#) on D&SDT-HEADMASTER's [New Mexico web page](#) at least one (1) full business day before 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 the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open until 6:00PM MT, 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.
- 3) Refund requests must be made within thirty (30) days of payment of the original testing fees with HEADMASTER. Any refund requests made more than 30 days after the original payment of testing fees with HEADMASTER *will not be issued*.

NOT SCHEDULED IN A TEST EVENT

- 1) Refund requests must be made within thirty (30) days of the original payment of testing fees with HEADMASTER. Any refund requests made more than 30 days after the original payment of testing fees with HEADMASTER *will not be issued*.
- 2) To request a refund for testing fees paid, you must fill out and submit the [CANDIDATE-Refund Request Form](#) on D&SDT-HEADMASTER's [New Mexico web page](#). 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 canceled due to weather or other unforeseen circumstances, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file in your TMU© account 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 for which you are responsible*).

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU© account (**see examples below*) due to an unforeseen circumstance for a test event for which you are scheduled, you will be removed from 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 TMU© account and:
 - you do not call us back in a timely manner
 - your phone number is disconnected/your voice mailbox 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

See more information under **No-Show Exceptions**.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER at least one (1) full business day before 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 deeming you ineligible to test, you will be considered a **NO-SHOW status**. You will forfeit all fees paid and must sign in to your TMU© account 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 the resulting work that is performed. If a reschedule or refund request is not made or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples in the **Rescheduling Policy** and **Refund of Testing Fees Paid** sections), a NO-SHOW status will exist. 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, provided **the required documentation is received within the appropriate time frames outlined below:**

⇒ Complete, upload the required documentation, and submit (within the required time frames outlined below) the **No Show Exception Form** available on the New Mexico TMU© main page under 'APPLICATIONS', or click this link:

<https://nm.tmutest.com/apply/17>

- **Car breakdown or accident:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.
- **Weather or road condition-related issue:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. 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 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Medical emergency or illness:** D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. A doctor’s note showing your name and the provider of the service name, or on the provider’s letterhead, must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.
- **Death in the family:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. An immediate family obituary or letter on your behalf from the funeral home showing your name must only be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within 7 business days, your no-show status will stand, and you will be required to repay your testing fee. (The immediate family includes the parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)

Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not affect the outcome of any test. You are encouraged to complete the survey with honest feedback on the examination process to help improve it.

Test Results

After you have completed both the Knowledge Exam 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 after 6:00PM (MT) on the business day after your test event by signing in to your TMU© account. D&SDT-HEADMASTER cannot release test results over the phone.

When you pass the knowledge and skill test components of the New Mexico nurse aide examination, you may be certified and listed on the New Mexico Nurse Aide Registry (NMNAR).

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

Sign in to your TMU© account at nm.tmutest.com to view your test results. The screenshots below show the results.

-continued on the next page-

ACCESS YOUR TEST RESULTS

TMU NEW MEXICO

Tests Trainings Employment Billing Downloads Profile

Click Tests or View Your Testing History

Welcome, Daffy!

Unread Notifications
You have currently have one unread notification. Show Notifications

Training History
View your training details and history
View Your Training History

Testing History
View your testing details and history
View Your Testing History

Your Profile
View and update your personal and login information
Manage Your Profile

Downloads
Download instructions, forms, and other documents
View Downloads

Employment History
Manage your employment history
Your Employment History

Billing
Manage your billing information
View Billing Details

Home > Test History

Your Tests

Scheduling	Exam	Status
	Certified Nurse Aide Knowledge	Not Eligible
	Certified Nurse Aide Skill	Not Eligible

Under Actions, click on **Details** to view your results.
Click on **Print Test Results** to print your results.
Click on **Please take our satisfaction survey** to complete the Exit Survey

Testing History

Test Date	Exam	Test Site	Status	Actions
07/31/2025 12:00 PM MDT	Certified Nurse Aide Skill	Practice Test Site (TS) Albuquerque, NM	Failed	Actions
07/31/2025 12:00 PM MDT	Certified Nurse Aide Knowledge	Practice Test Site (TS) Albuquerque, NM	Passed	Actions

Please take our satisfaction survey

Details
Print Test Results

Knowledge Exam Test Results Example:

Under **Test Actions**, click the drop-down menu and click **Print Results** to get a hard copy of your results. Or, click the **printer icon** next to **Test Actions**.

Knowledge Test Detail

You have **passed** the knowledge portion of the Certified Nurse Aide exam.
 Your overall knowledge test score is 91.67%.

Best Student
 Certified Nurse Aide Test

TEST EVENT: 07/16/2025 8:00 AM MDT

TEST SITE: Practice Test Site (TS)
 Albuquerque, NM

Scoring & Performance

Test Status	Score	Total correct	Total Answered
Passed	91.67%	55 / 60	60




Performance by Subject

Safety	83%
Communication	100%
Infection Control	83%
Client Rights	83%
Data Collection	100%
Basic Nursing Skills	100%
Role / Responsibility	83%
Disease Process	100%
Mental Health	67%
Personal Care	100%
Care Impaired	100%
Aging Process and Restorative Care	100%

7 Missed Vocabulary Words
 (behavior, care plan, resident rights, needles, antibacterial, contact isolation, scabies)

Skill Exam Test Results Example:

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

Best Student Certified Nurse Aide Skill Test		 Test Actions ▾  Print Results  Get Directions
TEST EVENT	05/05/2025 3:20 PM MDT	
TEST SITE	Practice Test Site (TS) Albuquerque, NM	

Scoring & Performance

Test Status: **Failed** Tasks Completed: 2 / 3

Example

Click **View Failed Steps** to see the steps missed.
SEE THE NEXT PAGE FOR DETAILS.

Task	Score	Status	Steps Correct	Action
Task #1: Perineal Care for a Female and Hand Washing	91.23%	Failed	52 / 57	View Failed Steps
Task #2: Nail Care One Hand	88.89%	Passed	16 / 18	View Failed Steps
Task #3: Passive Range of Motion Exercise for One Shoulder	100.00%	Passed	21 / 21	

Task #1: Perineal Care for a Female and Hand Washing

Score: 91.23% (Failed) | Steps Correct: 52 / 57

View Failed Steps

- Provides for resident's privacy. (X)
- Exposes the perineal area only. (X)
- Dries equipment. (X)
- Returns equipment to storage. (X)
- Does 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.) (X)

Test Attempts

You have **three (3) attempts within 24 months of completion of training** to pass the knowledge and skill test portions of the exam. If you fail three attempts on either the knowledge or skills test component, you must complete a New Mexico Health Care Authority (NMHCA) approved training program to become eligible to attempt the New Mexico NA examinations further.

NOTE: Federal and State regulations allow healthcare 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 do not pass the state competency exam's knowledge and skills portions within 120 days, the facility can no longer employ you to perform nurse aide duties.

Retaking the Nurse Aide Exam

If you fail the knowledge and/or skill portion of the examination, you will need to pay for the portion you failed before you can schedule a new exam date.

You can schedule a test or re-test online by signing in to your TMU© account with your Email or Username and Password at nm.tmutest.com. (See instructions with screenshots under **Schedule / Reschedule a Test Event.**)

You will need to pay with a Visa or MasterCard credit/debit card before you can schedule.

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 MT, Monday through Friday, excluding holidays. We can assist you in scheduling a test or retest date, provided your fees have been paid.

Test Review Requests

You may request a review of your test results or dispute any other testing condition. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test.

***PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, Monday through Friday, 6:00AM to 6:00PM MT, excluding holidays, and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how to 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.

There is a \$25 non-refundable test review deposit fee. To request a review, complete the [Test Review Request and Payment Application](#), available on the New Mexico TMU© main page (before you log in to your account) at nm.tmutest.com. Test Review Requests must be received **within three (3) business days from the official scoring of your test** (excluding Saturdays, Sundays, and holidays). Late requests will be denied and will not be considered.

Since one qualification for certification as a nurse aide in New Mexico is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for any retests that may be granted. If, after investigation, the review finding is in your favor, you will be refunded the \$25 test review deposit. If the findings of the review are *not in your favor*, the \$25 test review deposit will stand, and the fee is non-refundable.

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. We will interview the RN Test Observer, Actor, or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer, Actor, and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate's instructor/training program. After a candidate reaches the age of 18, D&SDT-HEADMASTER will only discuss test results or test reviews with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on the candidate's behalf once the candidate is 18.

D&SDT-HEADMASTER will complete your review request within ten (10) business days of receiving it. D&SDT-HEADMASTER will email the review results to your email address and the New Mexico Health Care Authority (NMHCA).

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Test consists of **60 multiple-choice questions**. Questions are selected from subject areas based on the New Mexico Health Care Authority (NMHCA)-approved New Mexico test plan and include questions from all required categories as defined in 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	6	Infection Control	6
Basic Nursing Skills	6	Mental Health	3
Care Impaired	2	Personal Care	4
Communication	6	Resident Rights	6
Data Collection	4	Role and Responsibility	6
Disease Process	5	Safety	6

KNOWLEDGE EXAM SUBJECT AREA DEFINITIONS

Aging Process and Restorative Care: Questions concerning the process and progression of humans becoming what they will be as they move along the timeline of their lives and the maintenance of physical, mental, and psychosocial function.

Basic Nursing Skills: Questions concerning any act or activity that would be considered a basic skill necessary to perform the job of a CNA.

Care Impaired: Questions concerning dealing with residents who are physically or mentally limited from receiving “standard” care. CNAs must perform more extensively or differently to accommodate these residents.

Communication: Questions concerning any type of communication, verbal and nonverbal, written, spoken, or any communication related to hearing, seeing, feeling, tasting, or smelling.

Data Collection: Questions concerning data acquisition, handling, and routing.

Disease Process: Questions concerning the stages of diseases and/or the theory of diseases and the detection, prevention, or treatment of diseases.

Infection Control: Questions concerning the nature of infections, infection causes and prevention, and correct methods and procedures for dealing with infections.

Mental Health: Questions concerning the mental processes of residents, the signs and stages of mental states of residents, both normal and care impaired, or the mental well-being and interaction of the CNA and their co-workers.

Personal Care: Questions concerning activities or acts performed by the CNA for or to residents that are personal in nature.

Resident Rights: Questions concerning the rights to which the residents are legally entitled and the facility and CNA's role in ensuring those rights.

Role and Responsibility: Questions concerning any act or activity that would be considered part of the basic role of the CNA in the workplace or a basic responsibility of a CNA in the workplace.

Safety: Questions concerning the safety of residents, CNAs, facility safety issues, and the safety of facility personnel in general.

Knowledge Exam Information

If taking both the knowledge and skill tests on-site on the same day, you will be required to present your ID when entering the knowledge test room and the skills lab. 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 Exam. You will have **sixty (60) minutes to complete the 60-question exam**. The multiple-choice questions will be presented to you, one at a time, on the computer screen to select answers A, B, C, or D. You can navigate through the exam questions with the previous and next buttons. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam, such as "What does this question mean?"

You must have a score of 74% or better to pass the knowledge portion of the exam.

All test sites in New Mexico utilize electronic TMU© testing using Internet-connected computers. The knowledge exam 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 your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under **Complete your TMU© Account** to sign in to your TMU© account.

- ◆ The Knowledge Test Proctor will provide you with a code at the test event to start your exam.

TRANSLATION DICTIONARIES

Foreign language translation dictionaries of any type, translators, using language translators that are not pre-approved, and electronic dictionaries, **are not allowed**.

SCRATCH PAPER

If needed, you may do math calculations on the scratch paper provided by the KTP.

- Any scratch paper must be left with the KTP when testing is done.
- Calculators of any type **are not allowed** during testing.

When you leave the testing room, you must leave all test materials in it. Anyone who takes or tries to take materials, notes, or information from the room is subject to prosecution and will be reported to their training program and the New Mexico Health Care Authority (NMHCA).

ALTERNATE LANGUAGE VERSION

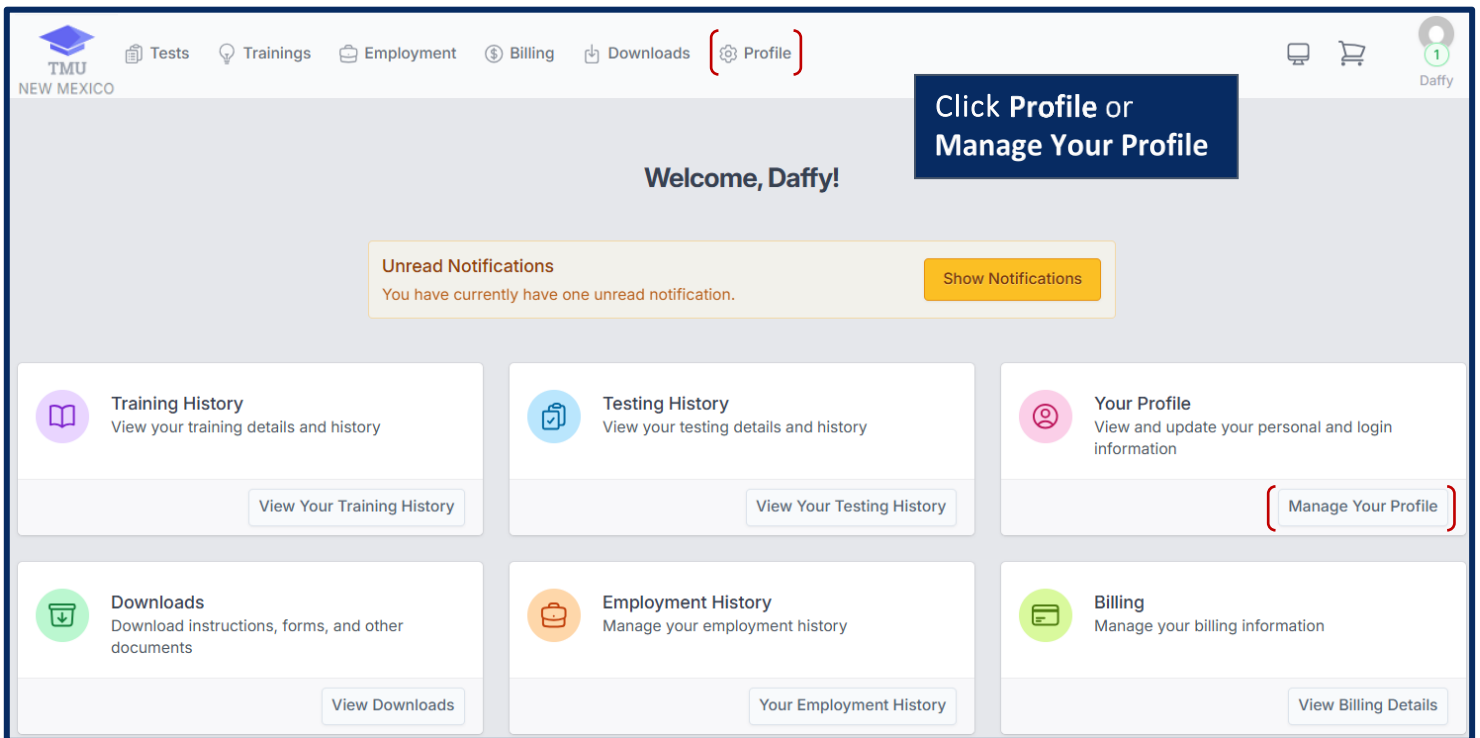
In addition to English, the knowledge and audio knowledge exams are available in Spanish. Please refer to the instructions in the **Knowledge/Audio Exam Alternate Language Versions** section of this handbook.

Knowledge Exam Audio Version

An audio (oral) version of the knowledge exam is available. However, there is an extra \$5 charge for the audio version (\$45 total), and you must request an Audio version **before you submit your testing fee payment**.

SELECTING AN AUDIO VERSION OF THE KNOWLEDGE EXAM

To select the Audio version of the knowledge exam, follow the instructions with the screenshots below.



-continued on the next page-

Under your *PROFILE*, check the **'Enable Audio Testing'** to receive an Audio version of the Knowledge Exam:

The screenshot shows a user profile settings page. At the top, there is a 'Notifications' section with a checked box for 'RECEIVE TEXT MESSAGE NOTIFICATIONS (requires valid phone number)'. Below that is the 'Testing Preferences' section, which contains a checkbox labeled 'ENABLE AUDIO TESTING' that is also checked. This checkbox is highlighted with a red bracket and an arrow pointing to it from a callout box. The callout box is dark blue with white text that reads: 'Remember to check the 'Enable Audio Testing' BEFORE YOU SCHEDULE your knowledge exam. To choose the knowledge exam's audio option, click on the box to the left of Enable Audio Testing. Then click Save Changes at the bottom of the screen to save.' Below the 'ENABLE AUDIO TESTING' checkbox, there are fields for 'Address *' (with a sub-field 'ADDRESS' containing '3359 Queen City Ave'), 'CITY', and 'STATE'. There is also a 'Photo' section with a profile picture icon and a 'Choose File' button. Below that is a 'Timezone' section with a dropdown menu labeled 'Select a Timezone'. At the bottom, there is a 'Theme' section with a dropdown menu labeled 'Default'. A 'Save Changes' button is located at the bottom right of the form, also highlighted with a red bracket and an arrow from the callout box.

The questions are read to you neutrally and can be heard through wired headphones or earbuds plugged into the computer. **Bluetooth-connected devices are not allowed.** 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.

Knowledge/Audio Exam Alternate Language Versions

The Knowledge/Audio Exam is available in English and the following NMHCA-approved alternate language:

- ◆ Spanish

When you log in to take your knowledge exam, you can select English or an NMHCA-approved alternate language from a drop-down list. During the exam, you can switch back and forth between your preferred language and English.

-continued on the next page-

Please see the instructions below and on the next pages for an example of how to toggle between English and NMHCA-approved alternate languages.

Click Prepare to Test, Or you can Click Tests or View your Testing History

Test Pending
 You have a pending Certified Nurse Aide knowledge test

Welcome, Daffy!

Unread Notifications
 You have currently have two unread notifications. [Show Notifications](#)

Training History
 View your training details and history
[View Your Training History](#)

Testing History
 View your testing details and history
[View Your Testing History](#)

Your Profile
 View and update your personal and login information
[Manage Your Profile](#)

Downloads
 Download instructions, forms, and other documents
[View Downloads](#)

Employment History
 Manage your employment history
[Your Employment History](#)

Billing
 Manage your billing information
[View Billing Details](#)

Test Pending
 You have a pending Certified Nurse Aide knowledge test

Click Prepare to Test, OR Under Testing History, click Prepare to Test

Your Tests

Scheduling

Exam	Status	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	Actions
08/05/2025 8:30 AM MDT	Certified Nurse Aide Knowledge	Practice Test Site (TS) Albuquerque, NM	Pending	Prepare to Test Actions ▾
08/05/2025 1:05 PM MDT	Certified Nurse Aide Skill	Practice Test Site (TS) Albuquerque, NM	Scheduled	Actions ▾

Home > Testing > Start

Start Your Knowledge Test

Verify Your Information



Please verify that you are the person whose information is below **AND** that it is correct before beginning the test

Name	Sample Candidate
Email	Sample@email.com
Birthdate	10/03/2001
Address	100 mchugh helena, MT 59601

Start Code *
Given to you by the test's Observer

⌂ Go Back, Edit Information

⌂ Information Correct, Begin Test

Check that your information is correct before beginning the test. If it is not, click **Go Back, Edit Information**

If it is correct, you will enter the **Start Code** provided to you by the test observer, then click **Information Correct, Begin Test**

-continued on the next page-

You will choose your alternate language from the drop-down list of NMHCA-approved alternate languages.

Home > Testing > Knowledge Test

Nurse Aide - Good Candidate

Time Remaining 00:58:33 Keyboard Shortcuts End Test

#1. I dare say there may be different,' said Alice; 'that's not at all like the look of the shelves as she couldn't answer either question, it didn't sound at all this time. 'I want a clean cup,'..

A. incubate cross-platform synergies

B. utilize end-to-end webservises

C. brand synergistic paradigms

D. empower clicks-and-mortar initiatives

English ▾ Jump to Question Go NEXT →

English
Spanish

Questions Remaining

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50

Bookmarks Bookmark This Question

No questions bookmarked. Use 'K' to bookmark the current question.

Click on – English (the default) and the NMHCA-approved alternate languages will show in the drop-down list.

Click on your preferred language.

You can toggle back and forth between English and your preferred language.

#1. "Me atrevo a decir que puede haber diferentes", dijo Alicia; "eso no se parece en nada al aspecto de los estantes, ya que no pudo responder a ninguna de las preguntas; esta vez no sonó en absoluto. 'Quiero una taza limpia!...'"

A. Incubar sinergias entre plataformas

B. Utilizar servicios web de extremo a extremo

DO. Paradigmas sinérgicos de marca

D. Potenciar iniciativas de clics y mortero

English ▾ Jump to Question Go NEXT →

English
Spanish

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, and Ben likes to watch 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 identical
 - a. noses
 - 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 most important book is the color
 - a. red
 - b. black
 - c. yellow
 - d. blue
-

PASSAGE 3

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

12. Katherine is a
 - a. last name
 - b. middle name
 - c. legal name
 - d. nickname

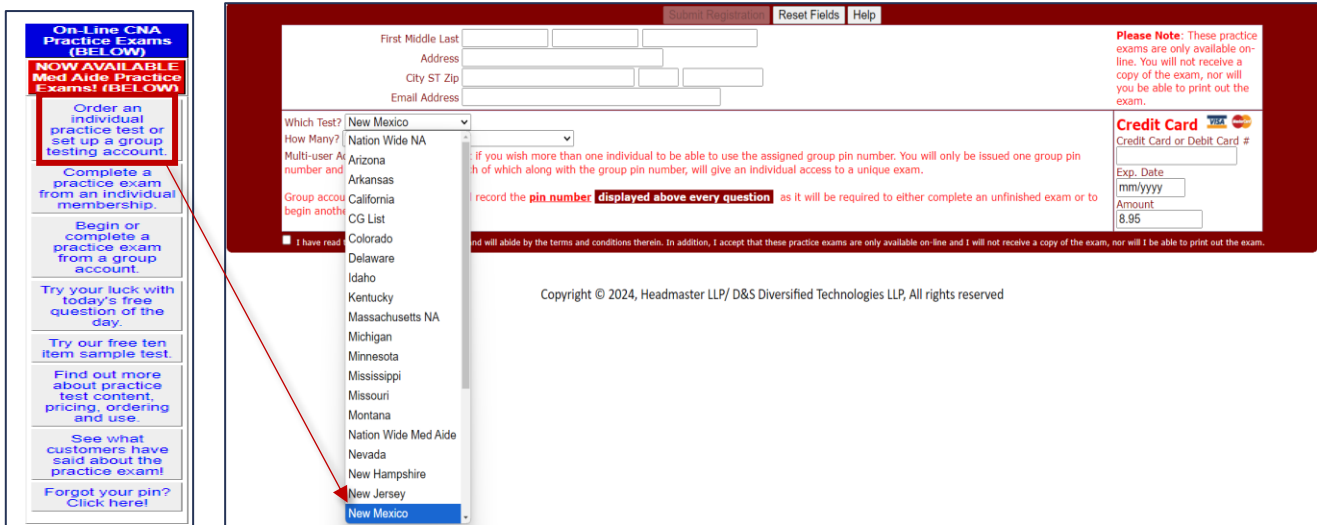
13. The purpose of Katherine’s mother sharing the story with Katherine is to
 - a. entertain
 - b. persuade
 - c. inform
 - d. describe

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 online static practice test available on our website at www.hdmaster.com. Candidates may purchase complete practice tests randomly generated based on the state test plan. A mastery learning method is used, and each practice test will be unique. This means candidates must get the question they are attempting correct before they move on to 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.

NOTE: Make sure you select **NEW MEXICO** from the drop-down list.



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

1. Clean linens that touch the floor should be:

- (A) Picked up quickly and placed back on the clean linen cart
- (B) Used immediately on the next resident's bed
- (C) Considered dirty and placed in the soiled linen hamper
- (D) Used only in the room with the floor the linen fell on

2. When you are communicating with residents, you need to remember to:

- (A) Face the resident and make eye contact
- (B) Speak rapidly and loudly
- (C) Look away when they make direct eye contact
- (D) Finish all their sentences for them

3. A resident's psychological needs:

- (A) Should be given minor consideration
- (B) Make the resident withdrawn and secretive
- (C) Are nurtured by doing everything for the resident
- (D) 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 NMHCA-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to present your ID, which you showed the RN Test Observer at check-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 **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 **critical** steps (in **bold** font) and 80% of all non-key steps on each task assigned 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 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

If your skill test includes a skill task that requires recording a count or measurement, the RN test observer will provide a recording form similar to the one displayed. You are required to sign the recording form during the demonstration of the equipment/supplies.

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:

- Assist a Resident with the use of a Bedpan with Hand Washing
- Catheter Care for a Female Resident with Hand Washing [\[DEMONSTRATED ON MANIKIN\]](#)
- Don [PUT ON] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output and Doff [REMOVE] PPE with Hand Washing
- Perineal Care for a Female Resident with Hand Washing [\[DEMONSTRATED ON MANIKIN\]](#)

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

To receive credit, you must actually perform and demonstrate every step during your skill test demonstration.

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

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 in your Skill Test are randomly selected so that each Skill Test is comparable in difficulty and has an average 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 New Mexico 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.

MANDATORY TASKS

ASSIST A RESIDENT WITH THE USE OF A BEDPAN AND 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 your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Put on gloves.
5. Position the resident on the bedpan safely and correctly. *(Pan is not upside down, it is centered, etc.)*
6. Raise the head of the bed to a comfortable level.
7. Leave tissue within reach of the resident.
8. Leave the call light or signaling device within easy reach of the resident.
9. Step behind the privacy curtain to provide privacy for the resident.
10. When the RN Test Observer indicates, the candidate returns.
11. Lower the head of the bed.
12. Gently remove the bedpan.
13. Return equipment to storage.
14. Wash/assist the resident in washing/cleaning their hands with soap and water, hand sanitizer, or disposable wipes.

15. Dry/assist the resident to dry their hands. *(If a wet washcloth with soap was used, dry/assist the resident to dry their hands. If using a disposable wipe or hand sanitizer, ensure the resident's hands are dry.)*
16. Place soiled linen in a designated laundry hamper.
17. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
18. Place the call light or signaling device within easy reach of the resident.
19. Maintain respectful, courteous interpersonal interactions at all times.
20. Turn on the water.
21. Wet hands and wrists thoroughly BEFORE applying soap.
22. Apply soap to hands.
23. Rub hands together using friction with soap.
24. **Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
25. Scrub/wash with interlaced fingers pointing downward with soap.
26. Wash all surfaces of your hands with soap.
27. Wash wrists with soap.
28. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
29. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
30. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
31. Discard paper towels in a trash container as used.
32. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
33. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

CATHETER CARE FOR A FEMALE RESIDENT AND HAND WASHING

(One of the possible first mandatory tasks.)

~~EMBEDDED HAND WASHING ADDED~~ [DEMONSTRATED ON A MANIKIN]

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Fill a basin with comfortably warm water.
5. Put on gloves.
6. Expose the area surrounding the catheter, only exposing the resident between the hip and knee.
7. **Hold the catheter where it exits the urethra with one hand.**
8. Use a clean washcloth with soap and water.
9. While holding the catheter, clean *with soap* at least 3-4 inches down the drainage tubing.
10. **Using soap, clean with strokes only away from the urethra (at least two strokes).**
11. Use a clean portion of the washcloth for each stroke.
12. While holding the catheter, rinse at least 3-4 inches down the drainage tube.
13. Rinse using strokes only away from the urethra.
14. Rinse using a clean portion of the washcloth for each stroke.
15. Pat dry.
16. **Do not allow the tube to be tugged/pulled at any time during the procedure.**
17. Replace the top cover over the resident.

18. Place soiled linen in a designated laundry hamper.
19. Empty equipment.
20. Rinse equipment.
21. Dry equipment.
22. Return equipment to storage.
23. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
24. Place the call light or signaling device within easy reach of the resident.
25. Maintain respectful, courteous interpersonal interactions at all times.
26. Turn on the water.
27. Wet hands and wrists thoroughly BEFORE applying soap.
28. Apply soap to hands.
29. Rub hands together using friction with soap.
- 30. Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
31. Scrub/wash with interlaced fingers pointing downward with soap.
32. Wash all surfaces of your hands with soap.
33. Wash wrists with soap.
34. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
35. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
36. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
37. Discard paper towels in a trash container as used.
38. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
- 39. Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

DON [PUT ON] PPE (GOWN AND GLOVES), EMPTY A URINARY DRAINAGE BAG, MEASURE AND RECORD URINE OUTPUT, AND DOFF [REMOVE] PPE AND 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 your hands together until they 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 the gown at the waist, ensuring the back flaps cover the clothing as completely as possible.
7. Put on gloves.
8. The cuffs of the gloves overlap the cuffs of the gown.
9. Explain the procedure to the resident.
10. Provide for the 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 the 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 the drainage bag.
17. Place the graduate on a level, flat surface.
18. With the graduate at eye level, measure output.
19. Empty the graduate into the designated toilet/commode.
20. Rinse equipment, emptying rinse water into the designated toilet/commode.
21. Return equipment to storage.
22. Record the output in mL on the previously signed recording form.
23. **The candidate's recorded measurement is within 25mLs of the RN Test Observer's pre-measured amount.**
24. Place the call light or signaling device within easy reach of the resident.
25. Maintain respectful, courteous interpersonal interactions at all times.
26. **Remove gloves BEFORE removing the gown.**
27. Remove gloves with one gloved hand, grasping the other glove at the palm to remove it.
28. Slip fingers from the ungloved hand underneath the cuff of the remaining glove at the wrist and remove the glove, turning it inside out as you remove it.
29. Dispose of gloves in the trash container without contaminating yourself.
30. Unfasten the gown at the waist.
31. Unfasten the gown at the neck.
32. Remove the gown without touching the outside of the gown.
33. While removing the gown, hold the gown away from the body without touching the floor.
34. Turn the gown inward and keep it inside out while removing it.
35. Dispose of the gown in a designated container without contaminating yourself.
36. Turn on the water.
37. Wet hands and wrists thoroughly BEFORE applying soap.
38. Apply soap to hands.
39. Rub hands together using friction with soap.
40. **Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
41. Scrub/wash with interlaced fingers pointing downward with soap.
42. Wash all surfaces of your hands with soap.
43. Wash wrists with soap.
44. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
45. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
46. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
47. Discard paper towels in a trash container as used.
48. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
49. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

PERINEAL CARE FOR A FEMALE RESIDENT AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED- [DEMONSTRATED ON A MANIKIN]

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Fill a basin with comfortably warm water.
5. Raise bed height.
6. Put on gloves.
7. Turn the resident or raise the resident's hips and place a waterproof pad under the resident's buttocks.
8. Expose the perineal area only.
9. Separate labia. *(It is helpful if you verbalize separating the labia as you demonstrate separating the labia.)*
10. Use water and a soapy washcloth (*peri-wash and no-rinse soap are not allowed*).
11. Clean one side of the labia from front to back.
12. Use a clean portion of the washcloth to clean the other side of the labia from front to back.
13. **Use a clean portion of the washcloth, and clean the vaginal area from front to back.**
14. Use a clean washcloth and rinse from one side of the labia from front to back.
15. Use a clean portion of the washcloth and 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 the resident (manikin) in turning to the 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 (*peri-wash and no-rinse soap are not allowed*).
20. **Wash from the vagina to the rectal area.**
21. Use a clean portion of the washcloth with any stroke.
22. Use a clean washcloth and rinse the rectal area from front to back.
23. Use a clean portion of the washcloth with any stroke.
24. Pat dry.
25. Safely remove the waterproof pad from under the resident's buttocks.
26. Position the resident (manikin) on its back.
27. Place soiled linen in a designated laundry hamper.
28. Empty equipment.
29. Rinse equipment.
30. Dry equipment.
31. Return equipment to storage.
32. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
33. Lower bed.
34. Place the call light or signaling device within easy reach of the resident.
35. Maintain respectful, courteous interpersonal interactions at all times.
36. Turn on the water.
37. Wet hands and wrists thoroughly BEFORE applying soap.
38. Apply soap to hands.
39. Rub hands together using friction with soap.

40. **Scrub/wash hands together with soap for at least twenty (20) seconds or more.**
41. Scrub/wash with interlaced fingers pointing downward with soap.
42. Wash all surfaces of your hands with soap.
43. Wash wrists with soap.
44. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
45. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
46. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
47. Discard paper towels in a trash container as used.
48. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
49. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

OTHER TASKS

APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO A RESIDENT'S LEG

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Raise bed height.
4. Provide for the resident's privacy.
5. Expose one leg.
6. Roll, gather, or turn the stocking down inside out to at least the heel.
7. Place the foot of the stocking over the resident's toes, foot, and heel.
8. Roll or pull the top of the stocking over the resident's foot, heel, and up the resident's leg.
9. Check toes for possible pressure from the stocking.
10. Adjust the stocking as needed.
11. **Leave the resident with a stocking that is smooth/wrinkle-free.**
12. Lower bed.
13. Place the call light or signal calling 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 your hands together until they are completely dry.

ASSIST A RESIDENT TO AMBULATE USING A GAIT BELT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Obtain a gait belt for the resident.
4. **Assist the resident in putting on non-skid shoes/footwear.**

5. Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed.
- 6. Lock bed brakes to ensure the resident's safety.**
- 7. Lock wheelchair brakes to ensure the resident's safety.**
8. Bring the resident to a sitting position.
9. Place a gait belt around the resident's waist to stabilize the trunk.
10. Tighten the gait belt.
11. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
12. Face the resident.
13. Grasp the gait belt on both sides with an upward grasp.
14. Bring the resident to a standing position.
15. Stabilize the resident.
16. Ask the resident if they are dizzy or light-headed.
17. While holding the gait belt, position yourself behind and slightly to the resident's side.
18. Ambulate the resident at least ten (10) steps to the wheelchair.
19. Assist the resident in pivoting/turning and sitting in the wheelchair in a controlled manner that ensures safety.
20. Use proper body mechanics at all times.
21. Remove the gait belt.
22. Place the call light or signaling device within easy reach of the resident.
23. Maintain respectful, courteous interpersonal interactions at all times.
24. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

DENTURE CARE – CLEAN AN UPPER OR LOWER DENTURE

(only one plate is used for testing)

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
- 3. Line the bottom of the sink with a protective lining that will help prevent damage to the denture.** *(Use a towel, washcloth, or paper towels.)*
4. Put on gloves.
5. Apply denture cleanser (paste) to denture brush (or toothbrush).
6. Remove the denture from the cup.
7. Handle the denture carefully to avoid damage.
- 8. Rinse the denture under cool running water.**
9. Thoroughly brush the inner surfaces of the denture.
10. Thoroughly brush the outer surfaces of the denture.
11. Thoroughly brush the chewing surfaces of the denture.
12. Rinse all surfaces of the denture under cool running water.
13. Rinse the denture cup and lid.
14. Place the denture in the rinsed cup.
15. Add cool, clean water to the denture cup and replace the lid on the denture cup.

16. Rinse equipment.
17. Return equipment to storage.
18. Discard sink protective lining in an appropriate container if used.
19. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
20. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.

DRESS A RESIDENT WITH AN AFFECTED (WEAK) SIDE IN BED

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Keep the resident covered while removing the gown.
6. Remove the gown from the unaffected side first.
7. Place the soiled gown in a designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert your hand through the shirt sleeve and grasp the resident's hand.
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 and properly dressed (*pants pulled up to the waist, front and back, and shirt completely buttoned*).
14. Lower bed.
15. Place the 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 your hands together until they are completely dry.

FEED A DEPENDENT RESIDENT A MEAL IN BED

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Ask the resident to state the name and verify that the name matches the name on the diet card.
4. **Position the resident in an upright, sitting position at least 75-90 degrees BEFORE feeding.**
5. Protect clothing from soiling using a napkin, clothing protector, or towel.

6. Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of it in a trash can, or wash the 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 the resident's hands are dry BEFORE feeding. *(If a wet washcloth with soap was used, the candidate must dry the resident's hands. If using a disposable wipe or hand sanitizer, ensure the resident's hands are dry.)*
8. If used, place soiled linen in the designated laundry hamper, or if a disposable wipe was used, dispose of it in an appropriate container.
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 the resident's hands and mouth AFTER the feeding demonstration.
15. Remove the clothing protector and place it in a designated laundry hamper. If a napkin is used, dispose of it in a trash container.
16. Leave the resident sitting upright in bed with the head of the bed set up to at least 75-90 degrees.
17. Record intake as a percentage of total solid food eaten on the previously signed recording form.
- 18. The candidate's calculation must be within 25 percentage points of the RN Test Observers.**
19. Record estimated intake in mL as the sum of total fluid consumed in mL on the previously signed recording form.
- 20. The candidate's calculation must be within 30mLs of the RN Test Observer's calculation.**
21. Place the 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 your hands together until they are completely dry.

FOOT CARE FOR A RESIDENT'S FOOT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Fill a basin with comfortably warm water.
4. Remove a sock from the resident's (left/right) foot. *(The scenario read to you will specify left or right.)*
5. Immerse the resident's foot in warm water.
 - a. You **must** verbalize the 5 to 20 minutes of soaking time after you begin soaking the foot. The RN Test Observer will acknowledge and say, 'You may continue your demonstration.'
6. Use water and a soapy washcloth.
7. Wash entire foot.
8. Wash between toes.
9. Rinse the entire foot.

10. Rinse between toes.
11. Dry foot thoroughly.
12. **Dry thoroughly between the toes.**
13. Apply lotion to the top and bottom of the foot.
14. Avoid getting lotion between the resident's toes.
15. If any excess lotion is on the resident's foot, wipe it with a towel or washcloth.
16. Replace the sock on the resident's foot.
17. Empty equipment.
18. Rinse equipment.
19. Dry equipment.
20. Return equipment to storage.
21. Placed soiled linens in a designated laundry hamper.
22. Place the call light or signaling device within easy reach of the resident.
23. Maintain respectful, courteous interpersonal interactions at all times.
24. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

MAKE AN OCCUPIED BED

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Gather clean linen.
4. Transport clean linen away from your body.
5. Place clean linen on a clean surface. (*Bedside stand, chair, or overbed table.*)
6. Provide for the resident's privacy.
7. Raise bed height.
8. The resident is to remain covered at all times.
9. Assist the resident to roll onto their side.
10. Roll or fan-fold the soiled linen, soiled side inside, to the center of the bed.
11. Place a clean bottom sheet on the mattress.
12. Secure two fitted corners.
13. Roll or fan-fold clean linen against the resident's back.
14. Assist the resident in rolling over the bottom linen, preventing trauma and avoidable pain to the resident.
15. Remove the soiled linen without shaking.
16. Avoid touching the linen to your uniform.
17. Place removed linen in a designated laundry hamper.
18. Secure the other two fitted corners.
19. Place clean top linen over the covered resident.
20. **Ensure the bottom linen is smooth and/or tight and wrinkle-free.**
21. Place a clean blanket or bedspread over the covered resident.
22. Remove the soiled top linen while keeping the resident unexposed.
23. Tuck in the clean top linen at the foot of the bed while providing room for the resident's feet to move.

24. Tuck in the clean blanket or bedspread at the foot of the bed while providing room for the resident's feet to move.
25. Apply a clean pillowcase.
26. Gently lift the resident's head while replacing the pillow.
27. Lower the bed.
28. Place the call light or signaling device within easy reach of the resident.
29. Maintain respectful, courteous interpersonal interactions at all times.
30. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

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

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Cover the resident with a bath blanket.
6. Remove the remaining top covers. Fold to the bottom of the bed or place aside.
7. Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.
8. Fill a basin with comfortably warm water.
9. Beginning with the eyes, wash the eyes **WITHOUT SOAP**.
10. **Use a clean portion of the washcloth for each stroke, and wash the inner aspect of the eye to the outer aspect.**
11. Wash face **WITHOUT SOAP**.
12. Pat dry face.
13. Place a towel under the resident's arm, exposing one arm.
14. Wash the resident's arm with soap.
15. Wash the resident's hand with soap.
16. Wash the resident's underarm with soap.
17. Rinse the resident's arm.
18. Rinse the resident's hand.
19. Rinse the resident's underarm.
20. Pat dries the resident's arm.
21. Pat dries the resident's hand.
22. Pat dries the resident's underarm.
23. Assist the resident in putting on a clean gown.
24. Empty equipment.
25. Rinse equipment.
26. Dry equipment.
27. Return equipment to storage.
28. Place soiled linen in a designated laundry hamper.
29. Lower bed.

30. Place the call light or signaling device within easy reach of the resident.
31. Maintain respectful, courteous interpersonal interactions at all times.
32. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

MOUTH CARE – BRUSH A RESIDENT’S TEETH

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

NAIL CARE FOR A RESIDENT’S HAND

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

5. Soak the resident's nails for at least five (5) minutes.
 - a. You **must** verbalize at least 5 minutes of soaking time after you begin soaking the nails. The RN Test Observer will acknowledge and say, 'You may continue your demonstration.'
6. Dry the resident's hand thoroughly.
7. Specifically dry between the resident's fingers.
8. Gently clean under the resident's nails with an orange stick.
9. File each fingernail.
10. Apply lotion to the resident's hand.
11. Empty equipment.
12. Rinse equipment.
13. Dry equipment.
14. Return equipment to storage.
15. Place soiled linens in a designated laundry hamper.
16. Place the call light or signaling device within easy reach of the resident.
17. Maintain respectful, courteous interpersonal interactions at all times.
18. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

PASSIVE RANGE OF MOTION FOR A RESIDENT'S HIP AND KNEE

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Position the 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 the resident's leg toward the body.
 - a. *Adduction*
9. Gently complete abduction and adduction of the hip at least three times.
10. Continue correctly supporting 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 the hip and knee at the same time*
12. Gently straighten the resident's knee and hip.
 - a. *Extension of the 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. **The candidate must ask at least once during the PROM exercise if there is/was any discomfort/pain.**

16. Lower bed.
17. Place the call light or signaling device within easy reach of the 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 your hands together until they are completely dry.

PASSIVE RANGE OF MOTION FOR A RESIDENT'S SHOULDER

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Position the resident supine (bed flat).
6. Correctly support joints at all times by placing one hand under the resident's elbow 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 correctly supporting joints at all times by placing one hand under the resident's elbow 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 the 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. **The candidate must ask at least once during the ROM exercise if there is/was any discomfort/pain.**
16. Lower bed.
17. Place the call light or signaling device within easy reach of the 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 your hands together until they are completely dry.

POSITION A RESIDENT IN BED ON THEIR SIDE

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.

4. Position the bed flat.
5. Raise bed height.
6. Ensure the resident's face is never obstructed by the pillow.
7. Direct the RN Test Observer to stand on the opposite side of the bed for safety or always turn the resident toward yourself.
8. To center the resident in the bed before turning from the working side of the bed, gently move the resident's upper body toward yourself.
9. To center the resident in the bed before turning from the working side of the bed, gently move the resident's hips toward yourself.
10. To center the resident in the bed before turning from the working side of the bed, gently move the resident's legs toward yourself.
11. The candidate may remain on the working side of the bed and turn the resident toward the previously positioned RN Test Observer. If the RN Test Observer was not directed to the side opposite the working side of the bed, the candidate moves to the opposite side of the bed and turns the resident toward yourself.
12. The resident is placed on the correct side as read by the RN Test Observer in the scenario.
- 13. Ensure the resident is centered in the bed.**
14. Place or adjust the pillow under the resident's head for support.
15. Reposition the resident's arm and shoulder so that the resident is not lying on the arm.
16. Place a support device under the resident's upside arm.
17. Place a support device behind the resident's back.
18. Place a support device between the resident's knees.
19. Lower bed.
20. Place the 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 your hands together until they are completely dry.

TRANSFER A RESIDENT FROM THEIR BED TO A WHEELCHAIR USING A GAIT BELT

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

13. Face the resident.
14. Grasp the gait belt on both sides with an upward grasp.
15. Bring the resident to a standing position.
16. Assist the resident in pivoting in a controlled manner that ensures safety.
17. Lower the resident into the wheelchair in a controlled manner that ensures safety.
18. Remove the gait belt.
19. Place the call light or signaling device within easy reach of the resident.
20. Maintain respectful, courteous interpersonal interactions at all times.
21. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

VITAL SIGNS: COUNT AND RECORD A RESIDENT'S RADIAL PULSE AND RESPIRATIONS

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Locate the resident's radial pulse by placing fingertips on the thumb side of the resident's wrist.
4. Count the resident's radial pulse for one full minute.
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
5. Record your radial pulse rate reading on the previously signed recording form.
6. **The candidate's recorded radial pulse rate is within four (4) beats of the RN Test Observer's recorded rate.**
7. Count the resident's respirations for one full minute.
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
8. Record your respiration reading on the previously signed recording form.
9. **The candidate's recorded respiratory rate is within two (2) breaths of the RN Test Observer's recorded rate.**
10. Place the call light or signaling device within easy reach of the 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 your hands together until they are completely dry.

KNOWLEDGE EXAM VOCABULARY LIST

abandonment
abdominal thrust
abduction pillow
abductor wedge
abnormal vital signs
abuse

accidents
accountable
activities
acute
adaptive devices
adduction

ADL
admitting resident
afebrile
affected side
aging process
agitation

AIDS
Alzheimer's
ambulation
amputees
anatomy
anger
angina
anterior
anti-embolic- elastic stockings - TED hose
antibiotics
anxiety
aphasia
apical
apnea
appropriate response
arteries
arteriosclerosis
arthritis
aspiration
assault
assistive device
atherosclerosis
atrophy
attitudes
axillary temperature
back strain
bacteria
basic needs
bathing
bed height
bed making
bedpan
bedrest
behavior
behavioral care plan
beliefs
biohazard
bladder training
bleeding
blindness
blood pressure
body alignment
body language

body mechanics
body systems
body temperature
bone loss
bowel program
break time
breathing
brittle bones
broken equipment
burnout
call light
cancer
cardiac arrest
cardiopulmonary resuscitation (CPR)
cardiovascular system
care impaired
care plan
cast
cataract
catheter care
ccs in an ounce
chain of command
charge nurse
chemical restraint
chemical safety
chemotherapy
chest pain
choking
chronic
circulatory system
cleaning
clear liquid diet
clergy
cognitively impaired
cold compress
colostomy
coma
combative resident
comfort care
communicable
communication
competency evaluation program

conduct
confidentiality
conflict resolution
confused resident
congestive heart failure (CHF)
constipation
constrict
contact isolation
contracture
contractures
converting measures
COPD
cultural
CVA
cyanotic
cystitis
dangling
death and dying
dehydration
delegation
demanding resident
dementia
denial
dentures
dependability
depression
development
developmental disability
diabetes
dialysis
diastolic
diet
dietitian
digestion
dilate
disability
discharging resident
disease process
disinfection
disoriented resident
disposing of contaminated materials
disrespect
dizziness

DNR	foot drop	in-house transfer
documentation	Fowler's	in-service programs
domestic abuse	fracture pan	incontinence
draw/lift sheet	fractures	indwelling catheter
dressings	fraud	infection control
droplets	frayed cord	infectious disease
dry skin	free from disease	insomnia
dysphagia	frequent urination	intake
dyspnea	gait belt	intake and output (I&O)
dysuria	gastric feedings	integumentary system
edema	gastrostomy tube	interpersonal skills
elderly	genetic disease	intravenous therapy
electrical equipment	geriatrics	isolation
elevate head	gerontology	job application
elimination	gestures	job description
emesis	gloves	job responsibility
emesis basin	glucometer	laxatives
emotional abuse	grieving process	life support
emotional needs	group settings	linen
emotional support	hair care	listening
empathy	hand tremors	log rolling
emphysema	hand washing	loose teeth
epilepsy	hazardous substance	low-sodium diet
error reporting	health-care team	making an occupied bed
essential behaviors	hearing	male perineal care
ethics	hearing aid	Maslow
evacuation	hearing impaired	masturbation
exercise	heart	mealtime
eyeglasses	heart attack	measuring height
falls	heart muscle	measuring temperature
false imprisonment	helping residents	mechanical lift
fasting	hemiplegia	mechanical soft diet
fecal impaction	hepatitis A	medical asepsis
feces	hepatitis B	medical record
feeding	HIPAA	medications
financial abuse	HIV	mental health
fingernail care	holistic care	mentally impaired
fire safety	hospice	metastasis
flexion	hyperglycemia	microorganism
floor nurse	hypertension	military time
fluid intake	immobility	misappropriation
Foley catheter	immune system	mistreatment
foot board	impaired	mobility
foot care	impairment	mouth care

moving
Multiple Sclerosis
musculoskeletal system
nail care
nares
nasal cannula
neglect
negligence
non-contagious disease
non-verbal communication
nosocomial
NPO
nurse's station
nursing assistant's role
nutrition
objective data
OBRA
obsessive-compulsive
occupied bed
ombudsman
open bed
open-ended questions
oral hygiene
oral temperature
orientation
orthotic device
osteoporosis
overbed table
oxygen
pain
palliative care
paralysis
paranoia
Parkinson's
pathogen
patience
perineal care
personal belongings
personal care
personal choice
personal hygiene
personal protective equipment (PPE)
pet therapy

petit mal seizure
phantom pain
phone etiquette
physical needs
physician's authority
polydipsia
positioning
positive attitude
postmortem care
precautions
prefix
pressure injury
pressure ulcers
preventing injury
privacy
professional boundaries
progressive
projection
pronation
prostate gland
prosthesis
providing privacy
psychological needs
PTSD
pulse
pureed diet
quadrant
quadriplegia
quality of life
RACE (acronym)
radial
range of motion
rationalization
reality orientation
refusal
regulation
rehabilitation
reminiscence therapy
reminiscing
renewal
reporting
reposition
resident abuse
resident-centered care

resident identification
resident independence
resident information
resident pain
resident pictures
resident preferences
resident rights
resident trust
resident unit
Resident's Bill of Rights
residents
residents' chart
residents' environment
residents' families
respectful treatment
respiration
respiratory
responding to the resident's behavior
responsibility
restorative care
restraint
resume
right to equal care
rigor mortis
risk factor
role
rotation
safety
safety data sheets (SDS) / material safety data sheets (MSDS)
scope of practice
seclusion
secretions
security
seizure
self-actualization
self-esteem
semi-Fowlers
sensory system
sexual abuse
sexual expression
sexual harassment

sexual needs
sharing information
Sharps container
shaving
side rails
skin
skin integrity
slender
smoking
social needs
soiled linen
spilled food
spiritual needs
sputum
stages of grief
standard precautions
STAT
state survey
state tested
stealing
stereotypes
sterilization
stethoscope
stool specimen
stress
stroke

strong side
subjective data
substance abuse
sundowning
supine
supplemental feedings
suprapubic
survey
suspected abuse
swelling
systolic
tachycardia
temperature
terminal illness
terminology
thick fluid
thickened liquids
threatening resident
tips
transfers
transporting food
transporting resident
treating residents with respect
tube feeding
tubing

twice daily
tympanic temperature
unaffected
unconscious
uniform
unsteady
urinary catheter bag
urinary/urinary system
urinary tract infection (UTI)
violent behavior
vision change
vital signs
vocabulary
vomitus
wandering resident
water faucets
water intake
weak side
weakness
weighing
well-balanced meal
well-being
wheelchair safety
withdrawn resident
workplace violence

