Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
April 8, 2024

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

Tenessen Warning

- **The Minnesota Department of Health is hosting this informational call to inform nurse aide training programs and testing sites of processes and updates.**

- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.

- **The informational call may be accessible to anyone** who has a business or legal right to access it. By participating, you are authorizing the data collected during this presentation to be maintained by MDH. MDH will be posting this on YouTube with a nonpublic link. The posting will be available for 90 days.

- **To opt out of the presentation, please exit now.**

- Attendees are muted. During the Q&A portion, please raise your hand and we will unmute you.

- You can also submit comments or questions in the chat feature.

- As a reminder, please keep your cameras off to ensure adequate bandwidth.

- Skills update
  - Modified bed bath-face and one arm, hand and underarm
  - Feeding a dependent resident
  - Skills to be performed on a live person
- Top five missed knowledge and skills test questions
- TMU
  - Two server system
  - Instructor and student clarification

- Minnesota State Long Term Care Nursing Assistant and Home Health Aide Curriculum
  - Discontinued 7/1/24
- Questions from March call
- Test site map
- First quarterly testing data
- Nurse aide modernization updates and clarifications
- Resources

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

Perform hand hygiene.
   a. Cover all surfaces of hands with hand sanitizer.
   b. Rub hands together until hands are completely dry.	

Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)	
Provide for privacy.	
Raise bed height.	
Cover the resident with a bath blanket.	
Remove the remaining top covers to the bottom of the bed or place them aside.	
Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.	
Fill a basin with comfortably warm water.	
Put on gloves BEFORE washing the resident.	
Beginning with eyes, wash the resident's eyes WITHOUT SOAP using a clean portion of the washcloth for each stroke, washing the inner aspect to the outer aspect.	
Wash face WITHOUT SOAP.	
Pats dry face.	
Place a towel under the resident's arm, exposing one arm.	
Wash the resident's arm with soap.	

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Updated in MN Candidate Handbook, Version 6, effective 12/11/23

8. Fill basin with comfortably warm water.
9. Put on gloves BEFORE washing resident.
10. Beginning with the eyes, wash resident's eyes WITHOUT SOAP.
    a. **Wash from inner aspect to outer aspect of each eye.**
    b. **Use a clean portion of the washcloth for each stroke.**
11. Wash face WITHOUT SOAP.
12. Pats dry face.
13. Place towel under arm, exposing one arm.
14. Wash arm with soap.

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

	Perform hand hygiene.
	    a. Cover all surfaces of hands with hand sanitizer.
	    b. Rub hands together until hands are completely dry.	

	Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)	
	Provide for privacy.	
	Raise bed height.	
	Cover the resident with a bath blanket.	
	Remove the remaining top covers to the bottom of the bed or place them aside.	
	Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.	
	Fill a basin with comfortably warm water.	
	Put on gloves BEFORE washing the resident.	

	Beginning with the eyes, wash the resident's eyes WITHOUT SOAP.
	    a. Wash from inner aspect to outer aspect of each eye.
	    b. Use a clean portion of the washcloth for each stroke.	

	Wash face WITHOUT SOAP.	

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Feeding a Dependent Resident Skill will Resume

FEEDING A DEPENDENT RESIDENT

1. Perform hand hygiene.
   a. Cover all surfaces of hands with hand sanitizer.
   b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident. (Speak clearly, and directly, maintaining face-to-face contact whenever possible.)
3. Ask resident to state name and verify name matches the name on the diet card.
4. **Position the resident in an upright, sitting position BEFORE feeding. At least 75-90 degrees.**
5. Offer napkin, clothing protector, or towel to protect clothing from soiling.
6. Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use disposable wipe and dispose of in trash can –or- wash resident's hands with soap and a wet washcloth –or- they may rub hand sanitizer over all surfaces of the resident's hands until dry.)*
7. Ensure resident's hands are dry BEFORE feeding. *(If a wet washcloth with soap was used, the candidate will need to dry the resident's hands. If a disposable wipe or hand sanitizer was used, must make sure hands are dry.)*
8. Place soiled linen in designated laundry hamper, or dispose in appropriate container, if used.
9. Sit in a chair, facing the resident, while feeding the resident.
10. Describe the food and fluids being offered to the resident.
11. Offer each fluid frequently.
12. Offer small amounts of food at a reasonable rate.
13. Allow resident time to chew and swallow.
14. Wipe resident's hands and mouth AFTER the feeding demonstration.
15. Remove clothing protector or napkin and place in appropriate container, if used.
16. Leave resident sitting upright in bed with the head of the bed set up to at least 75-90 degrees.
17. Record estimated intake of total food consumed in a percentage on the previously signed recording form.
18. Candidate's calculation must be within 25 percentage points of the RN Test Observer's

Update: will not be included in testing effective 12-11-23.

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Feeding a Dependent Resident Skill review

FEEDING A DEPENDENT RESIDENT

	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	
	Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)	
	Ask the resident to state their name and verify their name matches the name on the diet card.	
	Position the resident in an upright, sitting position BEFORE feeding. At least 75-90 degrees.	
	Offer a napkin, clothing protector, or towel to protect clothing from soiling.	
	Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of it in a trash can —or- wash resident's hands with soap and a wet washcloth —or- they may rub hand sanitizer over all surfaces of the resident's hands until dry.)*	
	Ensure the resident's hands are dry BEFORE feeding. *(If a wet washcloth with soap was used, the candidate will need to dry the resident's hands. If a disposable wipe or hand sanitizer was used, must make sure their hands are dry.)*	
	Place soiled linen in a designated laundry hamper or dispose in the appropriate container if used.	
	Sit in a chair, facing the resident, while feeding the resident.	
	Describe the food and fluids being offered to the resident.	
	Offer each fluid frequently.	

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	Allow resident time to chew and swallow.	
	Wipe the resident's hands and mouth AFTER the feeding demonstration.	
	Remove the clothing protector or napkin and place in an appropriate container if used.	
	Leave the resident sitting upright in bed with the head of the bed set up to at least 75-90 degrees.	
	Record intake as a percentage of total solid food eaten on the previously signed recording form.	
	The candidate's calculation must be within 25 percentage points of the RN Test Observer's.	
	Record estimated intake as the sum of total fluid consumed in mls on the previously signed recording form.	
	The candidate's calculation must be within 30mls of the RN Test Observer's.	
	Place call light or signaling device within easy reach of the resident.	

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Feeding a Dependent Resident Final Steps

	Maintain respectful, courteous interpersonal interactions at all times.	

	Perform hand hygiene.
	    a. Cover all surfaces of hands with hand sanitizer.
	    b. Rub hands together until hands are completely dry.	

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Cup

- Straight sided

- Space on top of cup

- 1- cup contains 240ml

  - 9 oz cup (270 ml)

- 1- cup contains 120 ml

  - 5 oz cup (150 ml)

What Food and Fluids Required Skill Test

Food Item

- Disposable spoon

- Single serve food item
    - Applesauce
    - Pudding
    - Sorbet, Sherbert
    - Ice cream

Fluids

- 1- 120 ml fluid in cup

- 1- 240 ml fluid in cup
    - Space top of each cup (video)

- Straw

- Juice, water or other fluids preferred by actor

Cup Supply, no Disposable Available

- BPA-Free Plastic Highball Glasses, 9 Ounce https://a.co/d/d66sMh1

- Classic Clear Plastic Reusable Glasses 9 oz https://a.co/d/ejmCAkQ

These links are to cups found on Amazon that meet the requirements for the skill test and are provided for reference. MDH does not endorse these items or require that training programs use them.

Headmaster

- Has both cups that are required

- Contact HM

    - Minnesota@HDmaster.com

    - 1-888-401-0465

    - Place an order

- Provide guidance how to sanitize a cup when used by student, candidate or actor

- Process decrease risk of cross contamination when using same cups with different actor's/candidates.

- All training programs and testing sites

Supplies:

- Household Dish Detergent

- Sanitization Agent/wipes

- Water

The solution must kill these viruses, identified on the sanitizer label:

- Hepatitis A

- Influenza

- Norovirus

Sanitizer Specifications

- EPA registration number will be on product label

- Directions must include sanitizing <u>food-contact surfaces</u>

- Does not require a water rinse:

  - Chlorine bleach (non-scented)

  - Quaternary ammonium compounds ("quats")

  - Iodine

  - Other chemical sanitizers approved by FDA under 21 CFR 178.1010 [FDA 21 CFR 178.1010 sanitizing solutions](#)

  - Other chemical sanitizers approved by EPA under 40 CFR 180.940 [eCFR :: 40 CFR 180.940 Food-contact surface sanitizing solutions](#)

Test Day Cup Sanitization

- Candidate will assist the actor to consume fluids from the cup <u>using a straw</u>. Each cup may have either <u>one straw each cup</u> **OR** <u>one straw between two cups.</u>

- Once the test is completed, the actor will empty the cups and discard the straws.

- Actor will rinse the cups with fresh water and sanitize the touch/contact/outside surfaces of the cup using a registered sanitization solution/wipe.

- Let air dry

- Different actors should not use same cup unless the End of Test Day Sanitization Process was implemented.

- When testing is finished for the day

- Actor wash the cups with household detergent

- Rinse with clean water

- Use the sanitizer solution and wipe all surfaces of the cup.

- Once cleaned and sanitized, the cup will be left to air dry before storing or reusing the cup.

483.152 Requirements for approval of a nurse aide training and competency evaluation program.

(a) For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum –

(1) Consist of no less than 75 clock hours of training;

(2) Include at least the subjects specified in paragraph (b) of this section;

(3) Include at least 16 hours of supervised practical training. Supervised practical training means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse;

CMS Clarification

What is meant by the term "individual" in 483.152(a)(3)? Could it be a mannequin?

CMS has clarified that "individual" refers to an actual person, not a mannequin, for assessing tasks or skills. See 483.152 (a)(3) above. Perineal care and catheter care tasks will continue to be performed on a mannequin in a setting other than a long-term care facility.

[Frequently Asked Questions about Nurse Aide Training and Competency Evaluation Programs (NATCEP) (state.mn.us)](#)

Bloodborne Pathogens Standard applies to all health care workers who could come in contact with blood or other potentially infectious materials.

Proper handling of soiled linens or items

- Blood

- Bodily Fluids

- Saliva

- Mucus

- Stool/urine

Assistance with Eating and Hydration

Resident dietary needs

- Mechanical soft for difficulty chewing/swallowing

- Thickened liquids for difficulty swallowing

- Clear liquid diet

    - Examples: jello, clear broth, apple juice, tea

    - What is not: pudding, tomato juice, ice cream

Each nurse aide must have no less than twelve hours of in-service education per year

Nurse aides must be able to calculate food and fluid intake/consumption for residents

Example:

Q: Resident had 25% of food remaining on their tray and drank half of a 240 ml cup of milk. What was total intake/consumption?

Q: Resident had 25% of food remaining on their tray and drank half of a 240 ml cup of milk. What was total intake/consumption?

75% food intake/consumption

120 ml fluid intake/consumption

Nurse Aide	**Nurse**
▪ Provide quality care, following care plan	▪ Assess needs and develop care plan
▪ Report and share resident information with nurse	▪ Coordinate and provide care
▪ Record and document tasks and observations	▪ Evaluate and revise care plan as needed.

- Assisting resident to ambulate using a gait belt

- Perineal care for female and handwashing

- Vital signs: count and record resident radial pulse and respirations

- Dressing resident with an affected weak side

- Position resident in bed on side

Assisting Resident to Ambulate Using a Gait Belt

Overall pass rate: 89.17%

- Provide privacy

- **Locks bed brakes to ensure resident safety-key step**

- Remove gait belt

Perineal Care for Female and Handwashing

Overall pass rate: 87.33%

- Raise bed height

- Place pad/linen protector under resident buttocks

- Use clean, soapy washcloth for rectal area

- **Wash rectal area from front to back-key step**

- **Use clean portion of washcloth with any stroke-key step**

- Use clean washcloth for rinsing rectal area

- Use clean portion of washcloth with any stroke

- Pat rectal area from front to back

Vital Signs: Count and Record Resident Radial Pulse and Respirations

Overall pass rate: 87.3%

- **Candidate's recorded radial pulse within 4 beats of RN test observer's recorded rate-key step**

- Place call light or signal calling device within east reach of the resident

Dressing Resident with an Affected Weak Side

Overall pass rate: 86.4%

- Raise bed height

- Keep resident covered while removing gown

- Remove gown from unaffected side first

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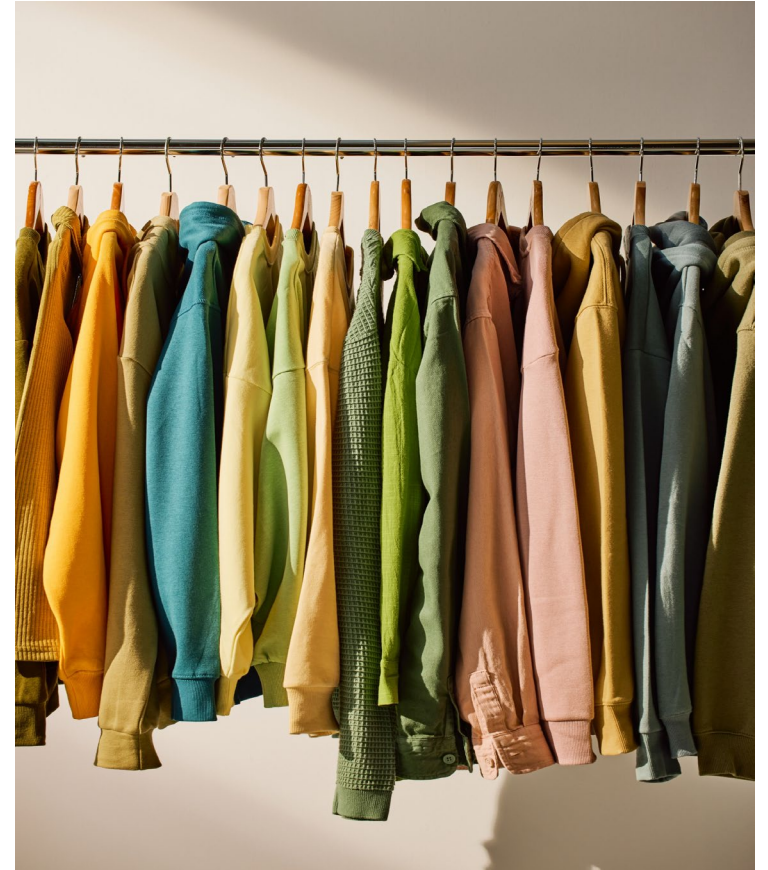
Position Resident in Bed on Side

Overall pass rate: 85.9%

- Direct RN test observer to stand on side of bed opposite working side of the bed to provide safety

- From the working side of the bed, gently moves resident's upper body, hips and legs toward self

- Place/adjust pillow under resident's head for support

- Repositions resident's arm and shoulder so resident is not lying on arm

Two Server System

[Welcome | MN TMU (tmutest.com)](), MN State

TestMaster Universe (TMU©)

MN State Login TMU©

In-Facility TMU© Login

[Welcome | MR TMU (tmutest.com)](), In-Facility

➢ Instructors may have access to both servers to meet the needs of candidates

➢ If training programs have candidates that test in both servers, need to run reports in each system

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- If instructor enters candidate information and TMU identifies a duplicate account, they can merge the two accounts if matching demographics

- If instructor receives error that the email is in use, must reach out to HM

- Candidate may come across social security number in use, must reach out to HM to resolve

- Encourage candidates to sign into their TMU accounts timely to ensure accurate information

Duplicate Candidate Accounts

IMPORTANT: At least 48 hours BEFORE you can test, you must sign in to TMU© using your secure Email or Username and Password and complete/review your demographic information.

- When you receive your confirmation email from TMU© (check your junk/spam mail) that your account has been created, sign in to your account, update your password and complete/review your demographic information.
- If you attempt to try to complete your TMU© account and you get an error message, you will need to send an **encrypted** email to minnesota@hdmaster.com, or fax (406)442-3357, a copy of your social security card and a US issued form of identification or driver's license.
    - **REMINDER:** *If sending personal information via email, please make sure the email is encrypted prior to sending.*

Minnesota State Long Term Care Nursing Assistant and Home Health Aide Curriculum

- Starting July 1, 2024, current users of the **Minnesota State Long-Term Care Nursing Assistant and Home Health Aide Curriculum** will not be able to access the current curriculum and will no longer be approved for use

- **Minnesota State Health Care Core Curriculum/Nursing Assistant (HCCC/NA)** curriculum is also being discontinued as of **July 1, 2024**, and will be removed from the list of Minnesota-approved curricula

- If programs choose the new version, portions of the old curriculum may not be combined with the 2024 edition

- Training programs that have declared Minnesota State Long-Term Care Nursing Assistant and Home Health Aide curriculum, have until **June 30, 2024**, to decide whether they will transition to the **Minnesota Nurse Aide Curriculum 2024 Edition**

- Training programs may choose another approved curriculum as identified on the MDH approved training curricula page

- Training programs choosing to use a different curriculum must notify MDH which curriculum they intend to use by emailing health.nar.coord@state.mn.us

Informational Webinar Recording Available

For more information regarding the **Minnesota State Nurse Aide Curriculum 2024 Edition**, a webinar was held and recorded in January.

To watch on-demand, register at this link:
https://minnstate.zoom.us/webinar/register/WN_TdODgl5PSZK005dLkoQLiA

Training programs can utilize the MN State website to purchase the revised curriculum using the Minnesota State Nurse Aide Curriculum page

Q: If a candidate has tested in the TMU In-Facility server, then they can ONLY test in that server, correct?

A: Yes, once they test in that server they will need to continue to test in the same server until the testing opportunities are exhausted.

Q: If a student wants to switch servers and hasn't started the testing process, who handles that?

A: They can contact their instructor and the instructor will contact Headmaster (HM). They will archive the student's account and the instructor can add the student into the other server. This can be done up until just before the start of the official test.

- Nurse Aide Registry - MN Dept. of Health (state.mn.us)

- Nurse Aide Registry: Find Training and Testing Sites

SPOTLIGHT

Nursing Assistant Training and Testing Sites

Minnesota Nurse Aide Testing: D&S Headmaster

COVID Response: Temporary Health Care Workers Needed

Announcements

Mar. 15, 2024: New search for testing and training sites

The Find Training and Testing Sites page now includes a link to a map that shows all physical nurse aide testing centers across the state. The Nurse Aide Testing Locations map indicates all physical nurse aide testing centers across the state.

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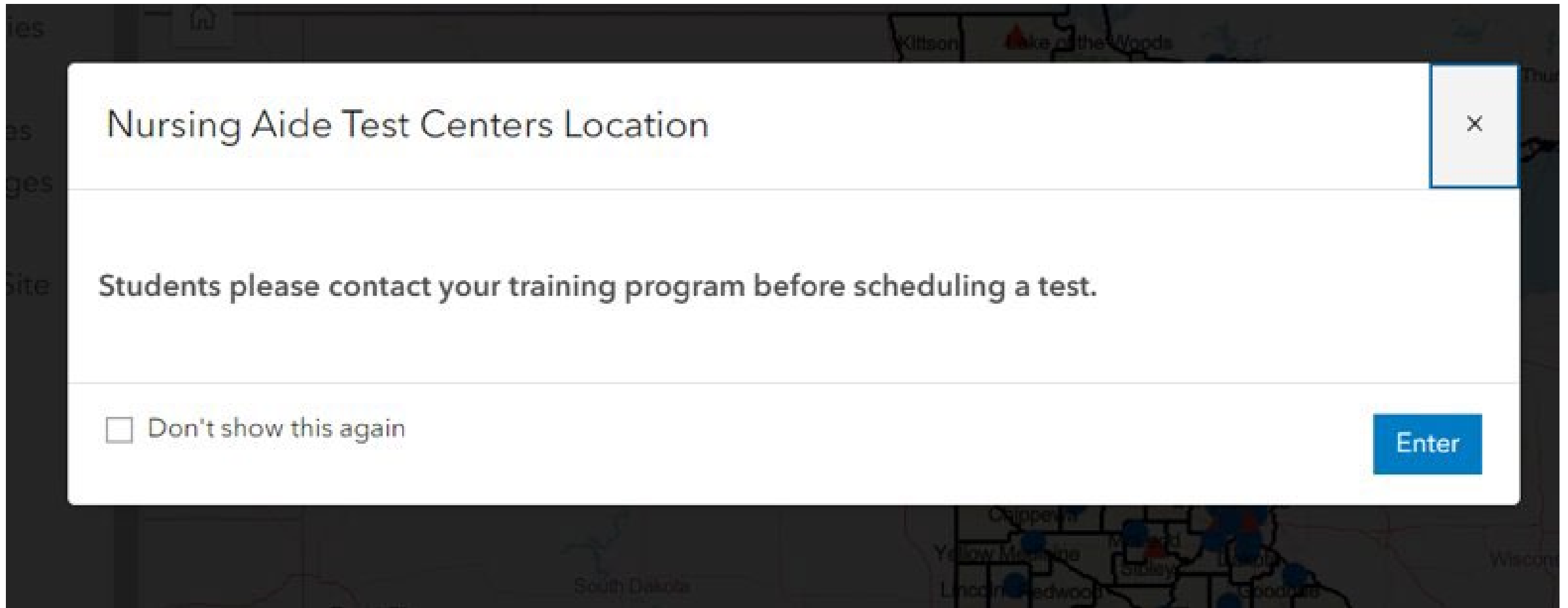
NURSE AIDE REGISTRY

Find Training and Testing Sites

This map indicates all physical Nurse Aid (NA) testing centers across the state. This map does not include training sites.

MN NAR Website

- MN State and In Facility Test Sites

  - Blue-circle: MN State

  - Red- Triangle: In Facility sites

- Include Satellite locations

- Find location feature

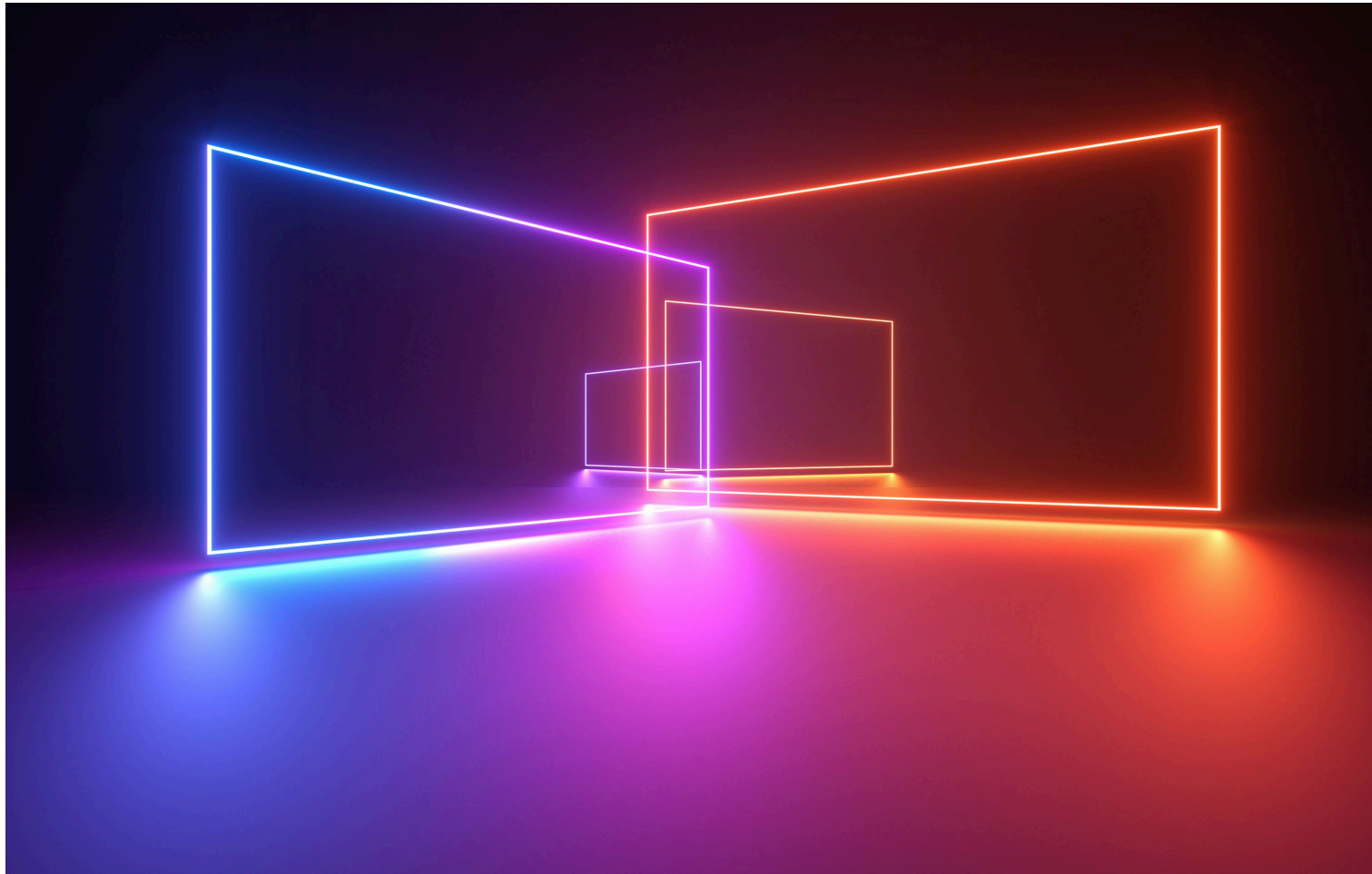- Contact information- Test Site

  - Email address- Phone number

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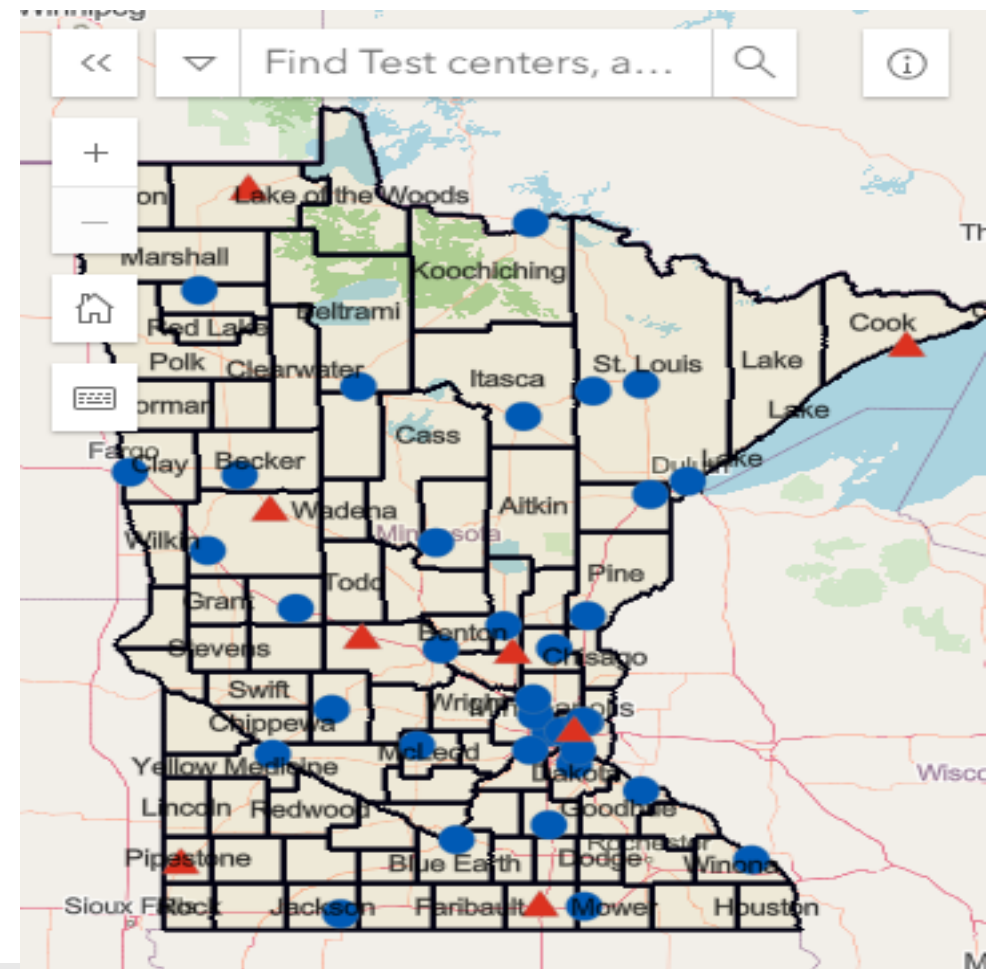
- First quarter test data available

- [Training Program Test Data - MN Dept. of Health (state.mn.us)](#)

New and Improved Nurse Aide Registry

Kia | Federal Licensing, Certification and Registration Supervisor

Nurse Aide Registry – what does this mean?

MINNESOTA NURSE AIDE REGISTRY

Sign in to your account

Email

Password

Forgot Password?

Sign In

New user? Register

- Active/inactive/newly tested nurse aides must register to create an account to access their information and perform tasks (e.g., submitting renewals, printing certificates).

- Nurse aides endorsing from another state must create an account, upload supporting documents and submit their application online.

- Nursing Home and Certified Boarding Care Home facilities must register an account to update staff reports real-time.

- To begin, select "Register" at the bottom of the login screen.

- Enter your first name and last name.
  - For nursing home facility, the Authorized Agent should register using facility's email (not a personal email).
- Enter email to be used for login into the registry.
- Enter and confirm your password.
- Select "Register".

MINNESOTA NURSE AIDE REGISTRY

Email verification

⚠️ **You need to verify your email address to activate your account.**

An email with instructions to verify your email address has been sent to your address ▇▇▇▇▇▇▇▇.

Haven't received a verification code in your email?
Click here to re-send the email.

Verify email Inbox ×

donotreply@state.mn.us   4:32 PM (7 minutes ago)
to me ▾

Someone has created a Minnesota Nurse Aide Registry account with this email address. If this was you, click the link below to verify your email address

Link to e-mail address verification

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

- Verify your email by clicking on the link.

- Note the link will expire within 5 minutes.

■ Check your email to verify your email address.

Registration of Provider Account

Register Provider Account

This page is for registering provider administrator accounts, limit 1 per facility. To register a provider user account (e.g. for HR staff to do Semi-Annuals), please contact your facility administrator.

Please enter the following information.

Information

HFID REQUIRED

[ ] Search

Confirm facility:

HFID ████

Name ████████

Provider Type SNFNF

Street Address ████████

City ████

State MN

Zip Code ████

Yes No

- Enter and search for your facility's Health Facility Identification (HFID) number

- Select "Yes" to confirm the facility

- Enter Registration Key into the space provided.
- To retrieve the key again, click on "Resend registration key".

- Select "Confirm".
- A message will state "Registration email resent to facility's account on file".

Provider User's Dashboard

Currently verified and employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions

No CNAs listed.

Inactive on registry:

Nurse Aides with an inactive registry status cannot be employed as nurse aides until their status is updated to active. Please communicate directly with the nurse aide to resolve their status. Instructions can be found at Nursing Aide Resources.

Last Name	First Name	SSN	Status	Last Worked Date	Actions

No CNAs listed.

Add CNA

View previously employed CNAs

Submit Facility Nursing Aide Staff Report   View Facility Nursing Aide Staff Reports

Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name	First Name	SSN	Status	Last Worked Date	Actions

No CNAs listed.

View rejected CNAs

The facility' dashboard is divided into three sections:

- **Active on registry** – nurse aides who were previously reported by your facility

- **Inactive on registry** – nurse aides with expired certificates previously reported by your facility

- **Self-reported CNAs** – nurse aides who have identified and self-reported themselves as currently working at your facility

- Facilities can add new CNAs by clicking "**Add CNA**"

- Once all staff report is updated, select "**Submit Facility Nursing Aide Staff Report**".

Newly Tested Nurse Aides

- Headmaster automatically imports data into the NAR system

- MDH receives the data 7 to 10 business days afterwards

- Recent test candidates must wait to create an account until an email from MDH have been received they've been added to the registry.

- Facilities must follow up to ensure that such an individual actually becomes registered

Searching the Registry

- Updated search went live February 14, 2024

- Can search by Last Name and First Name only, or Certificate Number

- Last 4 SSN is no longer a requirement

- To narrow down a common name search, enter additional last four digit of the nurse aide's SSN or Date of Birth

- Select Search

Provider Communication

Modes of Communication

- Website announcements

- Online tutorials

- GovD communication with attached flyer to post in offices

- Leading Age conference held on February 7th.

- Upcoming provider call with nursing homes in April or May (Date TBD)

Staff reporting is optional, not a Federal requirement.

Facilities can update nurse aides' statuses real-time and are encouraged to do so on a regular basis (e.g., daily, weekly, monthly, quarterly). This replaces the semi-annuals. MDH no longer processes paper semi-annuals.

Facilities can extend the expiration date of a nurse aide's certificate based on the **Last Worked Date** with documentation to verify nursing or nursing-related services for monetary compensation for at least 8 hours during the previous 24 months. See pg. 490 of the State Operations Manual (SOM) Appendix PP, Guidance §§483.35(d)(4)-(6).

Please note that nurse aides who meet the requirement of the SOM and under 42 CFR 483.156(c)and 42 CFR 483.35(d) can renew their certificate. Non-relating nursing services does not meet the requirement to renew.

Registration Key is sent to the email address MDH have on file for the facility. Staff cannot change email to another staff's email to receive the key as this affects the facility (e.g., licensing, background study, enforcement, etc.).

Only the Administrator/Authorized Agent for the facility can make the initial registration with the Registration key. The Administrator/Authorized Agent can add up to three (3) additional users thereafter to manage staff reporting.

If there is a change in Administrator/Authorized Agent, contact the NAR Team to complete and submit the **Change of Administrator** form.

A future fix in the works to have the Administrator/Authorized Agent have access to view and update staff reporting.

If a nurse aide needs a correction to a name change/social security number/date of birth, please instruct the individual to log in to the registry to submit a change request. The request must be accompanied by supporting legal documents. The request will be reviewed by MDH Staff for approval and communicated back to the nurse aide. If there are additional documents needed, MDH Staff will communicate to the nurse aide.

If you need help identifying the HFID, contact MDH or use MDH Health Care Provider Directory to search.

Thank You!

Nurse Aide Registry Credentialing Team

Health.FPC-NAR@state.mn.us

651-201-4200, Monday to Friday: 8 AM to 4 PM

NAR Home Page Revision

[Nursing Assistant Registry - MN Dept. of Health (state.mn.us)](#)

NURSING ASSISTANT REGISTRY

- NAR Home
- In-Facility Testing
- Minnesota Nurse Aide Registry
- Nurse Aide Resources
- Nurse Aide Testing
- Training Program and Test Site Calls
- Training Program Test Data
- Contact Us

RELATED SITES

- Health Care Facilities, Providers and Insurance
- Health Regulation Division

SPOTLIGHT

Nurse Aide Registry

The Nurse Aide Registry lists nurse aides who have met Minnesota training and/or testing standards to work in nursing homes and certified boarding care homes. The registry also has information about nurse aides who have substantiated findings of abuse, neglect, and theft.

This is an online registry. Nurse aides, employers, and others can check the registry by using MDH's online system and the nurse aide's certificate number.

Announcements

Jan. 8, 2024: New and improved Nurse Aide Registry launching this week!

STAY CONNECTED

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Locate NATCEP Resource

For Nurse Aides

Training and Testing

How to Get on the Nurse Aide Registry

How to Stay on the Nurse Aide Registry

How to change information on the registry

Forms

For Employers

Who can work as a nurse aide?

Searching the Registry

Semi-Annual Updates for Nursing & Boarding Care Homes

For Training and Testing Programs

Training Program & Test Site Calls

Testing Information

How to start a Nurse Aide Training Competency Evaluation Program (NATCEP)

Minnesota-Approved Training Curricula

Training Program Testing Data

NATCEP Survey Worksheet (PDF)

Nurse Aide Competency Test Site Survey Form (PDF)

General Information

Filing a complaint

Contact Information

NURSING ASSISTANT REGISTRY

NAR Home

In-Facility Testing

Nurse Aide Registry Search

Nurse Aide Resources

Nurse Aide Testing

Training Program and Test Site Calls

Training Program Test Data

Contact Us

RELATED SITES

Health Care Facilities, Providers and Insurance

Health Regulation Division

SPOTLIGHT

Nursing Assistant Training and Testing Sites

Minnesota Nurse Aide Testing:

How to Start a Nurse Aide Training Competency Evaluation Program (NATCEP)

1. Application packet for approval of a nurse aide training program is a fillable form and available online: Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form (PDF).

2. An approved nurse aide training and competency evaluation program must be at least 75 clock hours in length. Training includes 16 hours of supervised practical training with a live person in a laboratory or other setting and curriculum instruction/skills totaling 75 hours. Location of or method of curriculum instruction and supervised practical training identified in application packet. A list of suggested equipment is available here: Nurse Aide Training Equipment (PDF)

3. Select a curriculum from our list of approved Minnesota nurse aide training curriculums. See Minnesota-Approved Nurse Aide and Training Curriculum.

4. Federal and state regulations and program requirements included in the Federal NATCEP Resource. Nurse aide training program applicants declare in initial application to read and implement Federal of NATCEP Resource requirements. Federal Nurse Aide Training and Competency Evaluation Program Resource (PDF)

5. See Frequently Asked Questions about Nurse Aide Training and Competency Evaluation Program (PDF).

6. Qualifications for staff submitted with application for approval.

- ✓ Skills update

- ✓ Top missed knowledge and skills

- ✓ TMU,
  - ✓ Two servers
  - ✓ Instructor and student clarification

- ✓ Minnesota State Long Term Care Nursing Assistant and Home Health Aide Curriculum

- ✓ Discontinued 7/1/24

- ✓ Questions from March call

- ✓ Test site map

- ✓ First quarter testing data

- ✓ Nurse aide modernization updates and clarifications

- ✓ Resources

- Next call will be May 13th

- Check the NAR Calls website for call details and GovDelivery

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