



# Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry  
August 12, 2024

# Tennessees 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.
- **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.

- Testing changes
  - Feeding skill resumed 8/5/24
  - Nurse aide knowledge test passing score 8/5/24
- Back to the Basics
  - Training program responsibilities
  - Test site responsibilities
- Nurse Aide Training and Competency Exam
  - Testing time frame
- Questions from June call
- Second quarter testing data
- Resources

# Testing Changes



# Candidate Handbook, Effective August 5th



## Minnesota Nurse Aide Candidate Handbook

*EFFECTIVE FOR TESTING: August 5, 2024*

Version 6

**EFFECTIVE AUGUST 5, 2024:**

**The Feeding a Dependent Resident Task will be included in testing (page 43).  
The Knowledge Exam passing percentage will be changed to 74% or better (page 27).**

# Mock Skills, Effective August 5th



## Minnesota Mock Skills

*Updates Effective: August 5, 2024*

**EFFECTIVE AUGUST 5, 2024**

The Feeding a Dependent Resident Task  
will be included in the testing (page 11).

# Feeding a Dependent Resident

## Changes to the Nurse Aide Skills Test, effective Aug. 5

### **Nurse aide candidates will resume testing on the *Feeding a Dependent Resident* skill task 30 mL to 60 mL**

Beginning Monday, August 5 nurse aide candidates will resume testing on the *Feeding a Dependent Resident* task, and should be prepared for it to be included as a required task on the Nurse Aide Skills Test.

#### **Update**

- **Feeding a Dependent Resident skill, step 20 — the candidate's calculation must be within 60 mLs of the RN Test Observer. This is a change from the previous 30 mLs.**



# Knowledge Test Passing Score

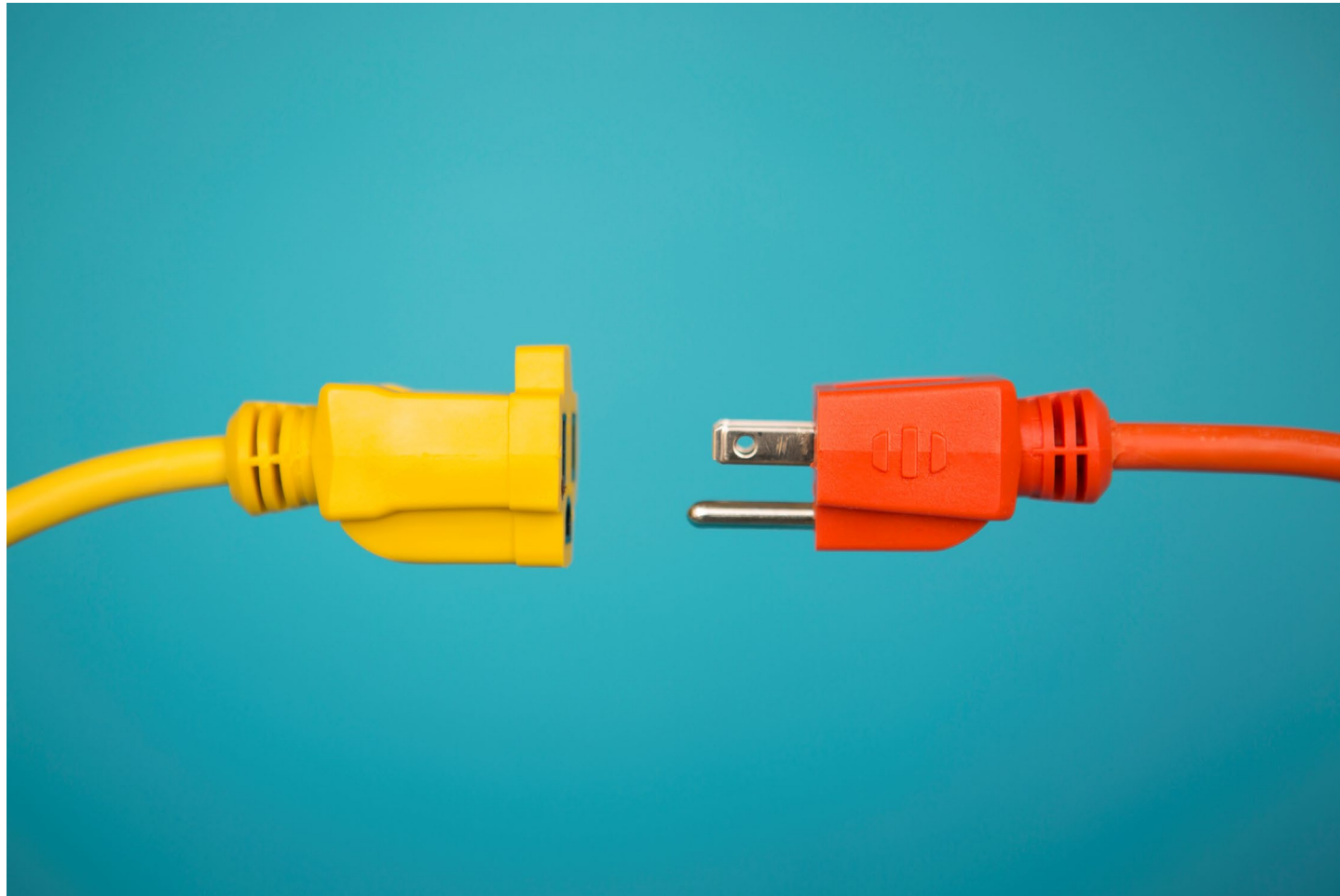
## **Effective August 5: Nurse Aide Knowledge Test Requires a Passing Score of 74%**

The Minnesota Department of Health is adjusting the score required to pass the Nurse Aide Knowledge Test from 76% to 74%. Candidates will need to correctly answer 52 questions (out of a total of 70) in order to receive a passing score.

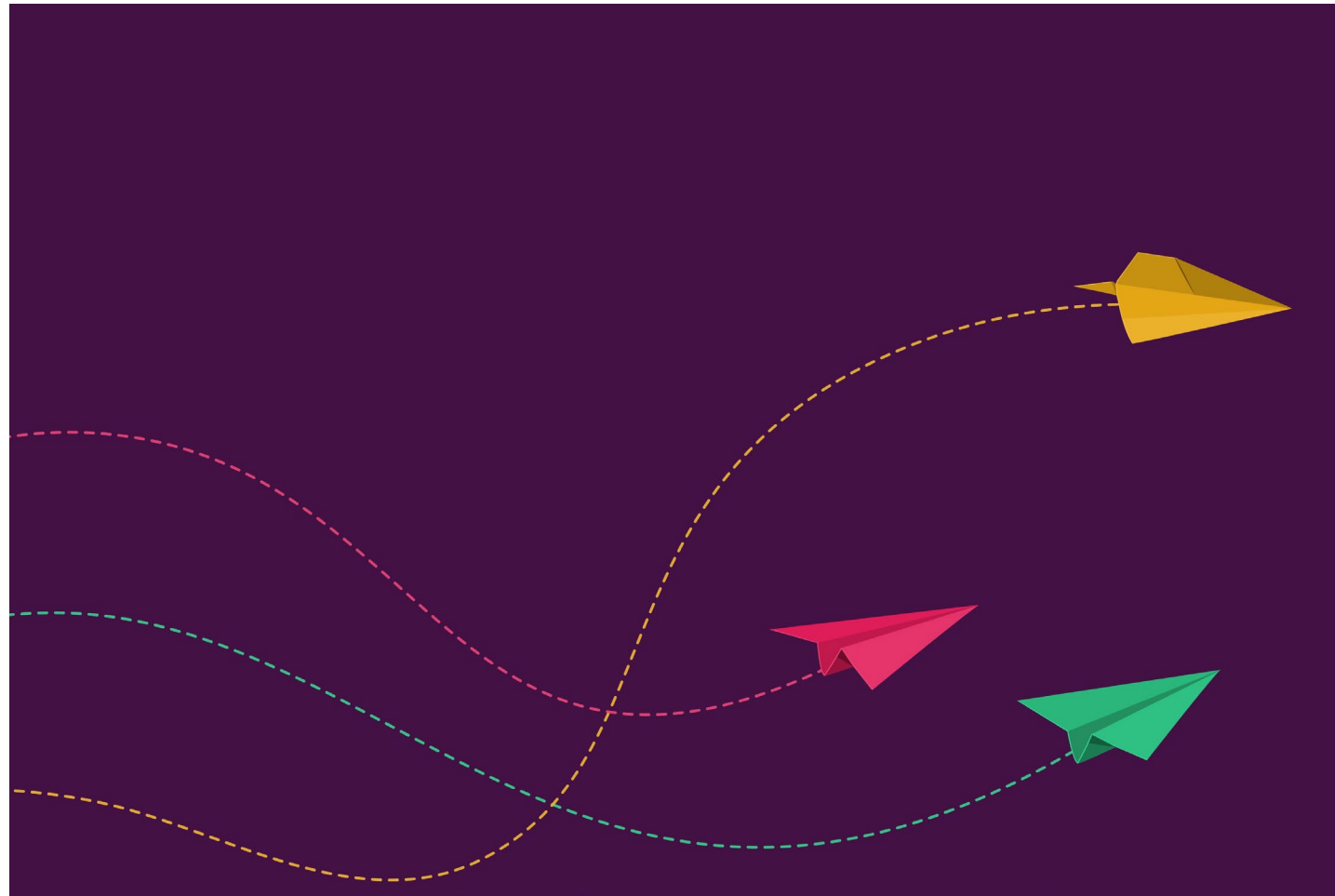
This change follows a thorough review of the exam process. The adjustment aims to ensure candidates demonstrate minimal competency while upholding the integrity of the Nurse Aide position.

The new passing score goes into effect on August 5. It applies only to future exams and does not affect candidates who have already taken the exam, or who take the exam prior to August 5.

# Back to the Basics



# Training Program Responsibilities



# How to Guides for Instructors



## Minnesota Nurse Aide Testing Services

Innovative, quality technology solutions throughout the United States since 1985.



Headmaster is honored to be approved by the Minnesota Department of Health to offer Certified Nurse Aide Testing Services to the Minnesota Health Care Community.

We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!

**Update to the MN Nurse Aide Candidate Handbook, Effective August 5, 2024:**

Candidates	Training Programs - Test Sites	Test Observers	Contacts
<b>TestMaster Universe (TMU©)</b>	Minnesota Recording Form	<b>All Test Observer Independent Contractor Forms for HEADMASTER MN RN Testors</b>	Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process.
MN State Login TMU©	Minnesota Diet Card		
In-Facility TMU© Login	<b>Minnesota Mock Skills Effective August 5, 2024</b>	RN Observer Equipment List and Affidavit Form 1503MN (Print and keep a copy for your records.)	<b>D&amp;S Diversified Technologies - HEADMASTER</b>
<b>Minnesota Candidate Handbook Effective August 5, 2024</b>	Test Site Agreement Form 1502MN: Fill online and SUBMIT		PO Box 6609 Helena, MT 59604 TMU (Software) Questions Toll Free Phone: 888-401-0462 Fax: 406-442-3357
Practice Tests - Click Here - Then Look at the Left Column.	Test Site Equipment List Form 1503MN: Fill online and SUBMIT		MN Registry Questions Phone MDH: 651-215-8705
MN State Challenge Test Sites	Large Lab Waiver Submission Tips and Attachments		Testing Questions: Check with your selected Test Site minnesota@hdmaster.com
Infacility Challenge Application	Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.		
Find a Test Site Near You. Asterisk * indicates the program is a Test Site	<b>UNDERSTANDING THE PROGRAM REPORTS</b>		
Text Version of the Knowledge Test Instructions	How to Create a Test Event (Regional&Closed)		
Text Version of the VIRTUAL Knowledge Test Instructions	Please see the Fluid Intake Cup order form on our main page under Nurse Aide.		
Text Version of the Skill Test Instructions	<b>Test Master Universe TMU© How To Guides</b>		
ADA Accomodation Form 1404MN: Fill online, attach diagnoses and SUBMIT	Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©		
<b>Requesting a Login for TMU©</b>	Instructor Guide: How To Enter Students in TMU©		
MN State Instructor Login Request	Instructor Guide: How to Complete Student Training in TMU©		
In-Facility Instructor Login Request	Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©		



# Instructor Responsibilities

- Enter candidate within 48 hours
- Complete the candidate as soon as possible
  - If candidate not completed timely, they may end up scheduled as a challenge candidate in TMU
- If candidate fails the course, instructor must mark them as incomplete in TMU

# Students Entered in TMU with Incorrect Code

- Instructors may be affiliated with different training programs in TMU
- When instructors enter students, they must choose the correct training program in which they are training under
- Training program coordinators must routinely review list of students trained for accuracy of program code

# Example of Choosing Program Code

CHOOSE TRAINING PROGRAM \*

- ✓ Choose Training Program
- Super Minnesota College (12345) (TP)
- Minnesota 1135 Waiver Option (8888) (TP)

Choose Instructor

# Impact on Candidates

If candidates are entered incorrectly or not timely, this causes a delay in their passing results being uploaded to the nurse aide registry. This ultimately affects their employment and the workforce.





# Supporting the Nurse Aide



**IMPORTANT: At least 48 hours BEFORE you can test, you must sign in to your TMU© account 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 complete your TMU© account and get an error message, you will need to send an encrypted email to [minnesota@hdmaster.com](mailto: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.

# For the Candidate, cont

**REMINDER:** If you are sending personal information via email, please make sure the email is encrypted before sending it.

**Note:** If you do not have a Social Security Number, please contact D&SDT-Headmaster at (800)393-8664 **at least 48 hours before** your test for further direction.

You must schedule a test date **within 24 months** of your date of training program completion. After 24 months, you must complete another MDH-approved training program in order to be eligible to schedule testing or choose to schedule as a test-out or challenge candidate.

# Reminder to Candidate

If you refuse to follow directions, use abusive language, disrupt the examination environment, or are visibly impaired, your test will be stopped and scored as a failure. You will be dismissed from the testing room and forfeit any testing fees paid. Your training program and MDH will receive a report of your behavior. You will not be allowed to retest for a minimum of six (6) months.

# Nurse Aide Registry Home Page, Resources

[Nurse Aide Registry - MN Dept. of Health \(state.mn.us\)](https://state.mn.us)

## For Nurse Aides

Minnesota Nurse Aide Registry

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Nurse Aide Registry Tutorial:  
Creating Your Account (PDF)

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Nurse Aide Registry Tutorial:  
Searching the Registry (PDF)

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Nurse Aide Registry Tutorial:  
Submitting Your Renewal  
Application (PDF)

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Nurse Aide Registry Tutorial:  
Submitting Your Interstate  
Endorsement Application (PDF)

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Training and Testing

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# Test Site Responsibilities



Check for completion of training program **prior** to scheduling the tests. This ensures the candidate can benefit from other opportunities, such as nursing and TMA.

## Questions to ask the candidate:

- Have you challenged the exam in the past?
- Did you fail your exams at any time?
- If you have gone through a training program, have you failed/exhausted all testing attempts?
- If you have failed all testing attempts, have you completed a new training program?

If you are unsure if a candidate meets eligibility criteria for challenging the knowledge or skill test, please contact [health.nar.coord@state.mn.us](mailto:health.nar.coord@state.mn.us)





# Mandatory and Random Skills Tasks



# Mandatory First Tasks



- Handwashing skill imbedded in four skills
- Candidates will perform one of the four skills as a mandatory first task

# Mandatory First Tasks, cont

- Assist resident with use of bedpan, measure and record urinary output with handwashing
- Catheter care for female resident with handwashing
- Don PPE (gown and gloves), emptying urinary drainage bag, measure and record urine output and remove PPE with handwashing
- Perineal care for female resident with handwashing

- Candidate will also receive an additional two (2) or three (3) randomly selected tasks from the skill task listing in the MN Candidate Handbook
- The selected tasks will make up a personalized and unique skill test
- Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty

# Test Equipment List

## 1503MN (hdmaster.com)



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We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!

**Update to the MN Nurse Aide Candidate Handbook, Effective December 11, 2023:**

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MN State Login TMU©	<b>Minnesota Mock Skills 12-11-23</b>		
In-Facility TMU© Login	Test Site Agreement Form 1502MN: Fill online and SUBMIT	<b>RN Observer Equipment List and Affidavit Form 1503MN</b> (Print and keep a copy for your records.)	<b>D&amp;S Diversified Technologies - HEADMASTER</b> PO Box 6609 Helena, MT 59604 TMU (Software) Questions Toll Free Phone: 888-401-0462 Fax: 406-442-3357
<b>Minnesota Candidate Handbook Effective December 11, 2023</b>	Test Site Equipment List Form 1503MN: Fill online and SUBMIT		MN Registry Questions Phone MDH: 651-215-8705
Practice Tests - Click Here - Then Look at the Left Column.	Large Lab Waiver Submission Tips and Attachments		Testing Questions: Check with your selected Test Site minnesota@hdmaster.com
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ADA Accomodation Form 1404MN: Fill online, attach diagnoses and SUBMIT	Instructor Guide: How To Enter Students in TMU©		
<b>Requesting a Login for TMU©</b>	Instructor Guide: How to Complete Student Training in TMU©		
MN State Instructor Login Request	Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©		
In-Facility Instructor Login Request			



 <p><b>D&amp;S Diversified Technologies LLP</b> <b>Headmaster LLP</b></p>	<p><b>D&amp;S DIVERSIFIED TECHNOLOGIES (D&amp;SDT), LLP - HEADMASTER, LLP</b>  <b>MT Office:</b> P.O. Box 6609   Helena, MT 59604-6609  <b>OH Office:</b> P.O. Box 418   Findlay, OH 45839          (800)393-8664   (877)851-2355   (888)401-0462   Fax: (406)442-3357  <a href="mailto:hdmaster@hdmaster.com">hdmaster@hdmaster.com</a>   Website: <a href="http://www.hdmaster.com">www.hdmaster.com</a></p>	<p><i>Innovative, quality technology solutions throughout the United States since 1985.</i></p>
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MINNESOTA NURSE AIDE

## RN TEST OBSERVER OR TESTING SITE EQUIPMENT LIST AND AFFIDAVIT FORM 1503MN

*For **TEST SITES**: This list **MUST** be accompanied by form **1502MN/Contract**.*

*Test and Satellite sites: Attach pictures of the equipment/supplies and layout for test site approval.*

*(For **RN TEST OBSERVERS**: this form must be accompanied by forms **1500, 1501, and 1505**.)*

*For **HEADMASTER RN TEST OBSERVERS**: Sign the affidavit at the bottom of the second page and keep a copy of this form for your records.*

To be approved, a testing site must have all of the materials listed for Testing Sites. To be certified and remain active, RN Test Observers are required to review each skill test received prior to test administration and must ensure that all test site equipment and supplies are available prior to starting any testing. Please refer to the following list for equipment and supplies needed by the test site or brought to the test site with the RN Test Observer.

### EQUIPMENT/SUPPLIES PROVIDED BY TESTING SITE

- At least three Internet-connected computers, laptops, or tablets in the Knowledge Test room **and/or** provide Internet access (WiFi) for RN Test Observer-provided tablets or laptops.
- Internet-connected computer, laptop, or tablet in the Skill Test room **and/or** Internet access (WiFi) access for RN Test Observer provided laptop or tablet.
- Hand washing sink with warm running water, soap, and paper towels *(paper towel dispenser should be automatic advancing or pull-out type, not one that a bar or lever has to be touched to advance paper towels)*  
**The sink must be no further than a 20-second walk from the skills demonstration area.**
- Long-term care bed(s) with working bed brakes and
  - Catheter with tubing
  - Urinary drainage bag with tubing
  - Washbasins
  - Emesis basins
  - Soap **-PERI-WASH AND NO RINSE SOAPS ARE NOT ALLOWED**
  - Output measurement container/graduate
  - Isolation gowns *(can be reusable cloth or disposable gowns; tie closure, Velcro closure, or slip-over-the-head gowns are allowed)*
  - Gait belts/transfer belts
  - Food tray and disposable spoons
  - Dentures *(one plate, upper or lower only for testing)*, denture container, denture brush and cleanser
  - Alcohol, alcohol pads, or antiseptic wipes
  - Disposable wipes for hand hygiene in Feeding task



**D&S Diversified Technologies LLP**  
**Headmaster LLP**

**D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP**  
 MT Office: P.O. Box 6609 | Helena, MT 59604-6609  
 OH Office: P.O. Box 418 | Findlay, OH 45839  
 (800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357  
[hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com) | Website: [www.hdmaster.com](http://www.hdmaster.com)

*Innovative, quality technology solutions throughout the United States since 1985.*

**ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY THE  
RN TEST OBSERVER**

*(OR MAY BE PROVIDED BY THE TEST SITE)*

- RN Test Observer may provide their own laptop or tablet for skill testing and three tablets or laptops for knowledge testing (mobile tester)
- Pens/pencils for recordings
- Scratch paper
- 4 basic calculators – three in the knowledge test/one in the skills test area
- Official data recording forms *(available on D&SDT-Headmaster's Minnesota webpage)*
- Small clipboard to place the recording form on
- Knee-high elastic stocking that will fit actor
- Non-skid footwear for actors *(easy to put on)*
- Over-sized button-up shirt, sweat pants/shorts, socks that will easily fit over the actor's clothing
- Sample food items *(single-serve size containers of applesauce, pudding, etc.)*
- Diet card *(available on D&SDT-Headmaster's Minnesota webpage)*, spoon, napkins and bendable straw
- Actor's toothbrush, toothpaste, and paper cup
- Lotion for Foot Care task



- Back up hand sanitizer(s)
- Basic watch with a second-hand or travel clock with a second-hand
- 1 clear 240ml glass and 1 clear 120ml glass for Feeding Task *(if needed, available in testing kits from D&SDT-Headmaster)*
- **AUDIO KNOWLEDGE TEST ADMINISTRATION:** Disposable headphones/earbuds that can plug into the computer speaker jack
- Pre-measured "urine" fluid amounts in unmarked containers (hint: use yellow food coloring in water for the Bedpan, Emptying Urinary Drainage Bag tasks)
- Two audible count-down timers *(one for 15 minutes left warning and one for 30 minutes time up)* or use the countdown timer on the TMU© Observer screen



**RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT**

- Washcloths and towels that you know are clean to be used during the Modified Bed Bath task on your actor
- A syringe to easily fill the drainage bag with pre-measured fake 'urine'
- Soap - **PERI-WASH AND NO-RINSE SOAPS ARE NOT ALLOWED**
- Extra audible count-down timers in case a set doesn't work or batteries are dead

# Nurse Aide Training and Competency Exam





# Testing Time Frame

Candidates have four (4) attempts to pass the **knowledge** portion and three (3) attempts to pass the **skill** test portion of the exam within 24 months from the date of completion of a nurse aide training program **OR** first challenge attempt of the knowledge or skills portion

**24 month** test cycle begins after completion of training program **OR** first challenge attempt of skills or knowledge portion



3/1: Candidate **passes challenge knowledge** attempt and fails skill attempt

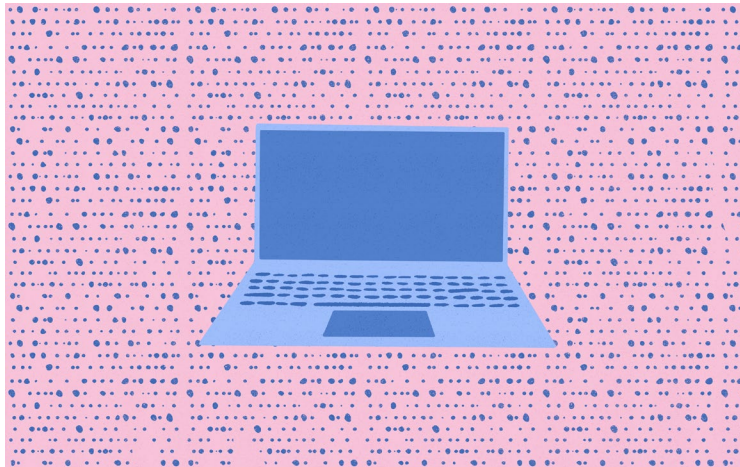
3/10: Candidate fails 2<sup>nd</sup> skills attempt

8/1: Candidate enrolls in training program

8/31: Candidate completes training program- 24 month cycle starts over

9/15: Candidate schedules testing. Does candidate have to take knowledge and skills, or just skills?

Candidate must test for both knowledge and skills now that they have completed a new training program



Q: What happens if a student does not complete a training program? They fail the program.....

A: Instructor marks the student as "incomplete." Instructor must choose the reason for incompleteness.

Candidate may challenge the test if they are eligible.

# Questions from June Call



# Question #1

Q: Can a calculator be used for the feeding skill? If so, will one be provided?

A: Yes, candidates may use a calculator and they will be provided.

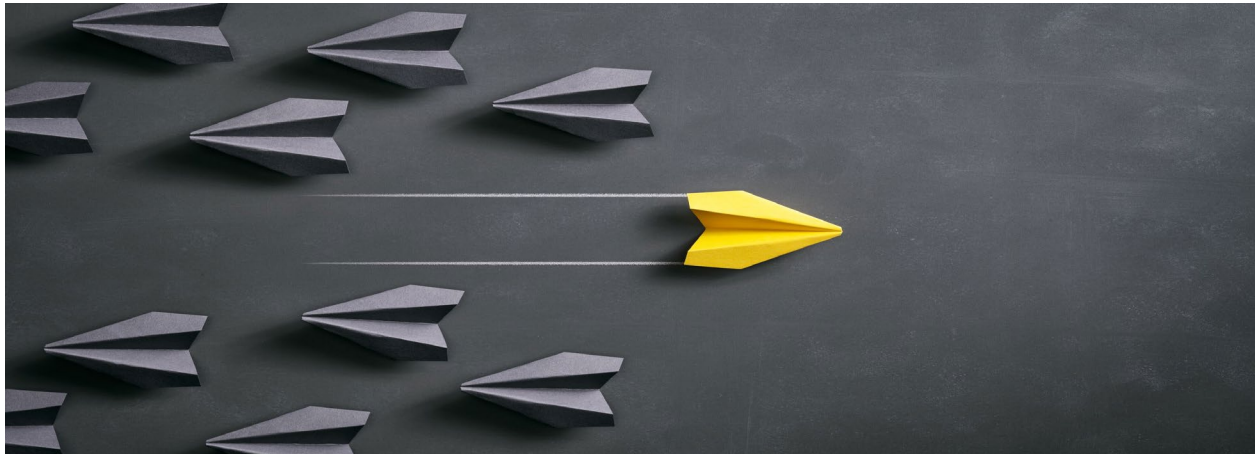


Q: If completing SPT in a facility setting, is a one step Mantoux acceptable?



A: Yes, this is acceptable.

Q: Can RN TO's change the order of the skills when testing a candidate?



A: Yes, after the mandatory first task is completed.



## Question #4

Q: When will the new survey worksheet be available?



A: We are in the process of revising it. Surveyors can provide needed information to the training programs prior to the site visit. Programs may also refer to the NATCEP resource.

# Second Quarter Test Data



Reports will be posted on the [Nurse Aide Registry Training Program Test Data](#)

Schedule of quarterly training program test data reports to reflect the updated passing results



2024 Q2, 4/1/24 – 8/5/24

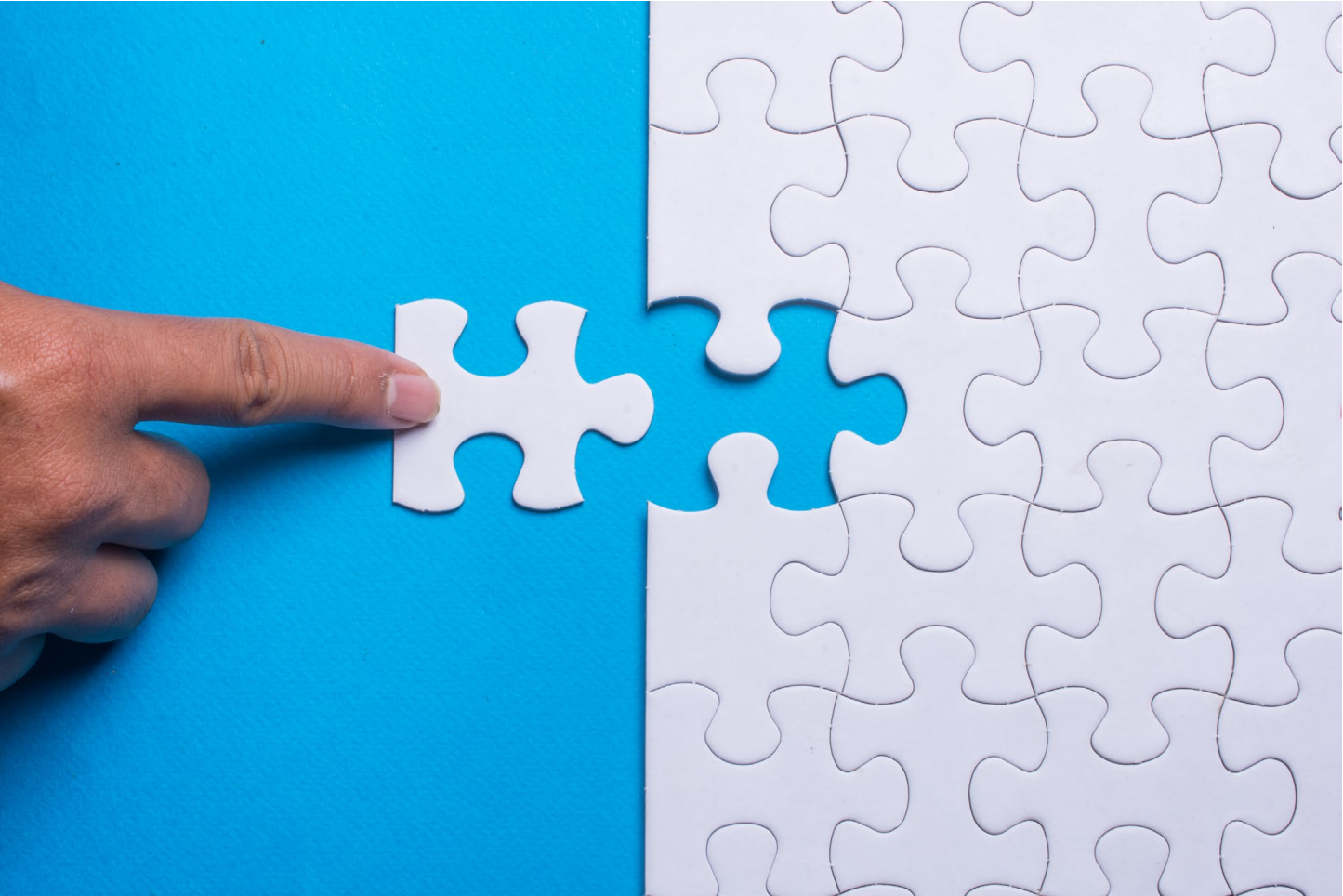
- passing score 76%
- should be available end of August

2024 Q3, 8/5/24– 9/30/24

- passing score 74%
- Available mid-October

After 2024 Q3 report released, return to regular quarterly schedule

# Resources Available





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

[Nursing Assistant Training and  
Testing Sites](#)

[Minnesota Nurse Aide Testing:](#)

## 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

May 10, 2024: Changes to Nurse Aide Skills Test, effective Aug. 5

Apr. 29, 2024: Training Programs using discontinued curricula need to choose a new curriculum by June

**STAY CONNECTED**

# Locate NATCEP Resource

## For Nurse Aides

Minnesota Nurse Aide Registry

Nurse Aide Registry Tutorial:  
Creating Your Account (PDF)

Nurse Aide Registry Tutorial:  
Searching the Registry (PDF)

Nurse Aide Registry Tutorial:  
Submitting Your Renewal  
Application (PDF)

Nurse Aide Registry Tutorial:  
Submitting Your Interstate  
Endorsement Application (PDF)

Training and Testing

## For Employers

Who can work as a nurse aide?

## 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

## 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.



## ✓ Testing changes

- ✓ Feeding skill resumed 8/5/24
- ✓ Nurse aide knowledge test passing score 8/5/24

## ✓ Back to the Basics

- ✓ Training program responsibilities
- ✓ Test site responsibilities

## ✓ Nurse Aide Training and Competency Exam

- ✓ Testing time frame
- ✓ Questions from June call
- ✓ Second quarter testing data
- ✓ Resources

# Questions?





- Next call will be September 9th
- Check the [NAR Calls website](#) for call details and GovDelivery

# Program Contact Information

Training Program Questions:

[Health.NAR.coord@state.mn.us](mailto:Health.NAR.coord@state.mn.us)

Nursing Assistant Registry Questions:

[Health.FPC-NAR@state.mn.us](mailto:Health.FPC-NAR@state.mn.us)

NAR Home Page:

<https://www.health.state.mn.us/nar>

# Contact Information

Liz Silkey, Regional Operations Supervisor,  
[elizabeth.silkey@state.mn.us](mailto:elizabeth.silkey@state.mn.us)

Brenda Fischer, Regional Operations Manager,  
[brenda.fischer@state.mn.us](mailto:brenda.fischer@state.mn.us)