

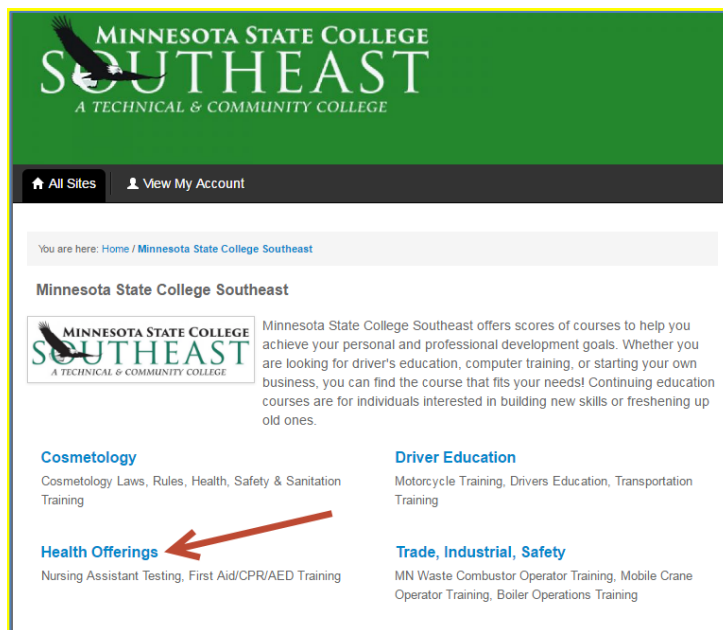


NURSING ASSISTANT TESTING – FREQUENTLY ASKED QUESTIONS

How do I register for Nursing Assistant Testing?

Please visit our website at www.southeastmn.edu/training.

- Click on orange button “Find a course and register now”
- From the next screen, click on Health Offerings.



Based on the location you'd like to test at, choose either “Red Wing Nursing Assistant Testing” or “Winona Nursing Assistant Testing.” Select the course date and click on the “Add to Cart” button. Remember to **check the location** before adding to your cart. We test in both Red Wing and Winona locations.

If you are a new student you will need to “Create New Profile” If you have taken hourly-based courses before through this system, you will need to enter your username and password and sign in. The next screen will take you to the payer portion. If you are paying for your own test, enter your information into the payer profile and then enter your credit card information. If your employer is paying for your test please see the directions labeled “**What if my employer is paying for my registration? How do I get registered?**” located further down on this page.

Am I signed up for the test?

Once you have established your user name and password you can go in at any time to look at your current registration.

- At the main menu sign in.
- Click on the “Registration History” tab. This will show all current and past registrations.
- Students will receive a confirmation email once they have successfully registered and paid for the course.

How do I cancel or transfer my registration?

You may cancel or transfer your registration up to 3 days before the start of the class. You can go online and do this at the site where you registered. If you have paid by credit card, cash and are dropping a class, you will be refunded if within the time frame of cancelling or your tuition will be transferred if transferring to another class section. There will be a \$20 non-refundable transfer fee charged each time a student requests to be transferred to another course section/date.

What if my employer is paying for my registration? How do I get registered?

If your employer is paying for your registration, you will need to download the Continuing Education Registration Form on our webpage. Complete your information and ask your employer to complete their information. The completed form needs to be scanned to registerme@southeastmn.edu. We will get you registered and invoice the business.

How do I reach the Minnesota Department of Health, Nursing Assistant Registry?

Minnesota Department of Health - Nursing Assistant Registry
85 East Seventh Place, Suite 300 PO Box 64501
St. Paul, MN 55164-0501
800-397-6124
(Hours of operation 9:00 am-3:00 pm)

If you have lost your card, don't know if you are on the registry, have questions on guidelines in keeping your certification current, you must reach out to the Minnesota Department of Health at the numbers above.

I haven't worked in the Nursing Assistant field for a while. How do I get back on the registry?

If a twenty-four (24) month period goes by in which you are not employed for at least 8 hours per year, you must test to get back on the registry.

- You can test out or challenge the test. You have three (3) chances to pass it. Each time you will need to pay a testing fee for your retake. \$87 for written or \$115 for skills each time.
- If you pass, you will then again have your name placed on the Nursing Assistant Registry.
- If you fail all three (3) times, you must enroll in a state-approved nursing assistant training program, complete the program, and register and pay for testing again.

I want to take the combined Home Health Aid/Nursing Assistant exam. How do I sign up for that?

If you want to take a combined NA/HHA test and you completed both the Nursing Assistant Training and the 16 hour Home Health Aide self-study course, you must notify our office at 651-385-6320 so we can set up a testing date for you. At check in at test time you must present the signed application form signed by both your Home Health Aide and Nursing Assistant instructors.

I took my NA class before and I need a copy of my recent Mantoux result. How can I obtain that?

We can provide you with a copy of your Mantoux results if we have one on file. Mantoux result records are kept for 2 years prior to current date. When calling you must provide us with the location you took the training including dates and year.

I need to have my test read to me. How do I go about making arrangements for that?

If you want to take the oral tape test you must notify our office two weeks in advance so the test can be ordered. Once we have you registered with the test date you want, we will order the test and make sure that is available for you on testing day. Tests cannot be read. You must listen to the oral tape test.

How long will the test itself take on the day of testing?

Testing check in begins promptly at 8:30. Please bring two forms of ID – One form needs to have a picture id and both need a signature.

The written test can take up to 2 hours. Once you are done with the written test you sign in for the skills test. You go in for the skills test in the order listed on the sign-up sheet. The first person who finishes the written test takes the skills test first, and so on. Depending where you are in line, you can be at the testing site until 3 pm or get done as early as 11 am for morning tests. You can be there until 6 pm or done as early as 3 for afternoon tests.

What do I need to bring with me on testing day?

To be admitted to the test you must bring with you the following:

- If retesting, your failing score report
- Your certificate from your training program if you took one
- Your signed application from the training institution that provided the training to you.
- Two forms of ID, one being a picture ID with signature and another form of ID with signature. (Same applies for those retesting.)