

Nurse Aide testing F.A.Q.

Q: What do I submit if I want to take the Nurse Aide test?

A: There are 3 requirements to apply for testing:

- A completed application
- Copy of training certificate or other eligibility document
- Payment in the form of money order or certified check - We do not accept personal checks*

Q: What happens if I send incomplete information?

A: Your paperwork will be returned to you with a statement explaining what information is missing. The testing office will not hold incomplete paperwork.

Q: How long am I eligible to test after completing an approved Nurse Aid Training program?

A: You are eligible to test indefinitely. Your training does not expire.

Q: How long will it take before I am scheduled for my test?

A: You are scheduled within 26 days of receipt of your application, unless due to your availability we cannot accommodate you. In that instance we would contact you to try and arrange a test date.

Q: How soon am I notified of my test date?

A: You are mailed an admission notice 7-10 days prior to your actual test date.

Q: What if I missed or need to cancel my test date?

A: Unless noted on your application that you are not available on that specific date, you will have to pay to reschedule your test date. You must submit a written request with your name, address, social security number and your availability stating you would like to reschedule your test date and submit a \$20 fee per section in a form of a money order or you can download a Retake/Reschedule Form from the home page. (Ex. \$40 if you missed both the Clinical and Knowledge test, \$20 if you only missed one part)

Q: What if I am late for testing?

A: You are required to arrive 15 minutes prior to your test time. If you arrive late and the test is already in session you will not be allowed to test and you MUST pay to reschedule.

Q: What forms of payment does your office accept?

A: Our office does not accept PERSONAL CHECKS. The only form of payments we accept are Money Orders and Facility Checks. We are now able to accept Credit Card payments over the phone if you are rescheduling a test or requesting a Duplicate certificate.

Q: What are the testing fees for the Nurse Aide State Test?

A: The testing fees are as follows:

Initial Testing Fees:

Full Certification \$93

Recertification \$93

Re-take Fees:

Failed only the written test \$47

Failed only the clinical test \$46

Failed the entire exam \$93

No show/Absent Fee:

Absent for only the Written Test \$20

Absent for only the Clinical Test \$20

Absent for the entire Exam \$40

Q: Which I.Ds are accepted the day of the test?

A: You must present two identification documents, one of which must be a current and clear photo I.D. The only acceptable forms of photo ID are a current passport, a valid and current permanent resident card, state issued driver's license, military ID or a Registry of Motor Vehicle-issued photo ID. No other forms of photo ID will be accepted. In addition, all information on your application MUST match all information on both of your IDs. The other ID must be anything showing your name and address such as a utility bill, debit card statement etc. You will not be admitted to the testing area if you do not have proper identification.

Q: What do I need to bring on the day of testing?

A: You must bring your 2 Identification documents for both the written and skills test. you must bring an actor, for the clinical test only. Your actor must be 18 years of age or older and cannot

be planning to take the skills test within 6 months. Your actor must bring a toothbrush and a comb to the testing. You must also bring a watch with a second hand.

Q: What should I expect the day of testing?

A: There are 2 parts of the Nurse Aide State Test, written and clinical. The written portion is a 2 hour exam conducted in a group. The clinical portion is administered individually. You have 20 minutes to complete the clinical portion.

Q: What happens after I test?

A: After taking the test you will receive a postcard explaining if you pass the knowledge and clinical portion of the test your certificate will be mailed to you within 3 weeks. If you do not pass the test you will receive a letter within 3 weeks indication what you need to retake.

Q: What if English is not my primary language?

A: All testing is conducted in English; however you have the option of taking the written test orally (by tape recorder). You may bring a paperback English dictionary to assist with unfamiliar words.