



Candidate Information Bulletin

State of New Mexico

Certified Nurse Aide Examination

At a glance

The New Mexico Human Services Department (HSD) and the New Mexico Department of Health (DOH) have contracted with Prometric to develop and administer the New Mexico Nurse Aide Competency Examination and manage the Certified Nurse Aide (CNA) Registry.

Follow these main steps if you are interested in becoming a CNA in New Mexico.



To become a CNA in New Mexico

- 1 Complete the Connecticut Nurse Aide Registry Application—Page 13.
The application is also available online at www.prometric.com/NurseAide/NM.
- 2 Prepare for your exam, using the content outlines in this bulletin—Page 11.
- 3 Take your exams at your scheduled exam location. Be sure to bring the necessary identification with you to the test center—Page 6.
- 4 If you pass, your CNA certificate will be mailed to you and your name will be added to the New Mexico Certified Nurse Aide Registry.



To get answers not provided in this bulletin

Direct all questions and requests for information about the exam process to:

Prometric

1260 Energy Lane
St. Paul, MN 55108
Phone: 866.391.1945
Fax: 800.813.6670

www.prometric.com/NurseAide/NM

Direct questions about certification to:

New Mexico Department of Health Health Facility Licensing and Certification Bureau

2040 S. Pacheco Street, Room 413
Santa Fe, NM 87505
Phone: 800.482.2366
Fax: 505.476.9026
E-mail: nar@state.nm.us

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Eligibility route options

Federal and state rules require that if you work in a Medicaid-approved nursing facility providing nurse aide care to residents, you must meet specific training and testing requirements to become certified. When applying for nurse aide certification, you must establish your eligibility.

New Mexico has nine different routes for eligibility. Please review the following eligibility routes to determine the one that best fits your situation.

Route 1—New Nurse Aide (New Mexico Trained)

Select this route if you have successfully completed a New Mexico state-approved nurse aide training program that is at least 75 hours in duration within the past 24 months. **Reminder.** Your training program director must complete Part D of the application (see Page 13) as proof of your training.



Note To be placed on the Registry, you must take and pass both parts of the Competency Examination within 24 months of completing your training. If you do not, you will be required to retrain.

Route 2—Military Trained

Select this route if you have obtained nurse aide-related skills and training through military service within the past 24 months. The DOH must approve candidates applying for certification under Route 2. Call the DOH at 505.476.9025 for more information on the approval process. Once the DOH approves your eligibility to test, you will be sent an Approval Letter. **Reminder.** You must send your Approval Letter, along with your completed application (see Page 13) to Prometric. You must complete your testing within six months of the date on your Approval Letter.

Route 3—Graduate RN/LPN

Select this route if you have successfully completed a New Mexico state-approved RN/LPN program, but have not yet been licensed. The DOH must approve candidates applying for certification under Route 3. Call the DOH at 505.476.9025 for more information on the approval process. Once the DOH approves your eligibility to test, you will be sent an Approval Letter. **Reminder.** You must send your Approval Letter, along with your completed application (see Page 13) to Prometric. You must complete your testing within six months of the date on your Approval Letter.

Route 4—Out-of-State Nurse Aide (Expired)

Select this route if you have been a nurse aide listed on another state’s nurse aide registry but your certification has expired within the past 24 months. Your certification must also be in good standing without findings of resident abuse, neglect or misappropriation of resident property. The DOH must approve candidates applying for certification under Route 4. Call the DOH at 505.476.9025 for more information on the approval process. Once the DOH approves your eligibility to test, you will be sent an Approval Letter. **Reminder.** You must send your Approval Letter, along with your completed application (see Page 13) to Prometric. You must complete your testing within six months of the date on your Approval Letter.



Note Out-of-state nurse aides who have current certification in another state may apply to the New Mexico DOH, Division of Health Improvement, Health Facility Licensing and Certification Bureau (HFLC) for reciprocity to New Mexico. If approved, the nurse aide may be granted a New Mexico CNA Certificate without further training or testing. For more information, contact the HFLC at 505.476.9040.

Route 5—Out-of-State or Foreign-Trained Nurse/Nurse Aide (RN/LPN/NA)

Select this route if you are an RN, LPN or NA trained in another state or country. You must have a valid nursing license from your former state/country and be in good standing on the applicable registry. The DOH must approve candidates applying for certification under Route 5. Call the DOH at 505.476.9025 for more information on the approval process. Once the DOH approves your eligibility to test, you will be sent an Approval Letter. **Reminder.** You must send your Approval Letter, along with your completed application (see Page 13) to Prometric. You must complete your testing within six months of the date on your Approval Letter.

Route 6—RN/LPN Student

Select this route if you have successfully completed the required basic course work and clinicals in a New Mexico state-approved nursing program within the past 24 months. The DOH must approve candidates applying for certification under Route 6. Call the DOH at 505.476.9025 for more information on the approval process. Once the DOH approves your eligibility to test, you will be sent an Approval Letter. **Reminder.** You must send your Approval Letter, along with your completed application (see Page 13) to Prometric. You must complete your testing within six months of the date on your Approval Letter.

Route 7—Expired New Mexico Certificate - less than 24 months ago

Select this route if you are on the New Mexico CNA Registry but your certificate has expired within the past 24 months. Training will not be required if your expiration date is within the past 24 months at the time you apply and you complete testing within six months of applying. **Reminder.** When you complete the application (see Page 13), you must provide your certificate number next to Route 7 in Part C.

Route 8—Expired New Mexico Certificate - more than 24 months ago

Select this route if you were on the New Mexico CNA Registry but your certificate expired more than 24 months ago. If you have been working in a nursing-related field during this time, you may apply to the DOH at 505.476.9025 to be considered for an Approval Letter to test without retraining. If approved by the DOH, you will be sent an Approval Letter. **Reminder.** You must send your Approval Letter, along with your completed application (see Page 13) to Prometric. You must complete your testing within six months of the date on your Approval Letter.

Route 9—Expired New Mexico Certificate - Retrained

Select this route if you have a New Mexico certificate that expired more than 24 months ago and you have not worked in a nursing-related field in the past 24 months. In order to become recertified through Route 9, you must successfully complete a New Mexico state-approved nurse aide training program, then take and pass the Competency Examination. **Reminder.** Your training program director must complete Part D of the application (see Page 13) as proof of your training. You must also provide your previous certificate number next to Route 9 in Part C of the application.



Note All Route 9 candidates have 24 months from the date they completed their training program to take and pass both parts of the Competency Examination.

Scheduling your tests

The New Mexico Certified Nurse Aide (CNA) Competency Exam consists of two separate tests: The Clinical Skills test and the Written (Knowledge) test. You may take the two tests in any order. You are not required to pass one test before taking the other.

Completing the application form

Before you can test, you must submit:

- 1** The New Mexico Nurse Aide Registry Application form on Page 13 (or online at www.prometric.com/NurseAide/NM). Complete the form clearly and accurately. Incomplete, illegible and/or unsigned applications will be returned.
- 2** The appropriate fee(s).
- 3** If your eligibility route requires you to get pre-approval from the DOH **before** submitting your application to Prometric, attach a copy of the DOH Approval Letter to your application.

Name change

If your name has changed, but you have not had the name change made on your identification card and/or Social Security card, you will need to apply for testing using your name as it appears on your identification. When your identification and Social Security card have been changed to match your new legal name, you may submit a copy of the legal documents to Prometric. The change will be made in our system at that time.

Test sites and dates

Prometric gives the CNA competency exam in test sites throughout the state. Be sure to include your preferred test site and test date on your application form. A list of current test sites and dates is available online at www.prometric.com/NurseAide/NM.



Note Prometric must receive all application materials at least 15 days prior to your preferred test date. If a testing appointment is not available on the date you requested or your application materials were received after the 15-day deadline, you will be scheduled for the next available test date.

Authorization to Test Letter

Upon receipt of your completed application, Prometric will review your eligibility. If you are eligible to take the competency exam, Prometric will mail you an Authorization to Test Letter. This letter will include the date, location and time of your test. You **must** bring this letter and proper identification with you to the test site.

In order to get your Authorization to Test Letter as fast as possible, please provide your email address on the application form. Prometric will then send your letter to that email address. If you do not have an email address, your letter will be sent by mail, which will take longer to arrive.

Fee information

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 representative must complete Part E of your application.

If you are not eligible for state payment, you must pay your own test fees in the following manner:

- Only money orders or cashier’s checks made payable to Prometric are accepted. **Personal checks and cash are not accepted.**
- Fees must be included with the application. **Applications received without proper payment will be returned.**
- Your name and Social Security number must be written on the money orders/ cashier’s checks.

Tests and related fees are as follows:

Test	Test Fee	5% NM State Tax	You Pay
Clinical Skills test and Written test	\$95	\$4.75	\$99.75
Clinical Skills test and Oral test	\$105	\$5.25	\$110.25
Clinical Skills test (retakes only)	\$60	\$3.00	\$63.00
Written test (retakes only)	\$35	\$1.75	\$36.75
Oral test (retakes only)	\$45	\$2.25	\$47.25
Rescheduling/No Show Fee*	Equivalent to the Original Test Fee(s)		

**This fee is required to reschedule an appointment for candidates who provided less than five days notice to change a scheduled test appointment, or who did not show up or were late for a scheduled appointment. Payment of this fee must be made before the candidate will be rescheduled. This fee is the sole responsibility of the candidate and will not be paid by the state.*

Refund policy. Test fees are nonrefundable and nontransferable. Fees will only be returned to candidates who are determined to be ineligible to test.

Special test considerations

ADA accommodation. If you need testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 866.391.1945. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Candidates should submit professional documentation of the disability with their application to help us determine the necessary testing arrangements. Thirty days’ advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

ESL accommodation. Translators are not permitted and translation dictionaries may not be used during the competency examination. However, the Written test is offered in an oral version in both English and Spanish. Candidates for whom English is a Second Language should review the “Oral test” section on Page 6 to determine if this is an appropriate option for them.

Rescheduling a test

To avoid a rescheduling fee, you must contact Prometric at least **five full business days** before the day of your scheduled appointment. Rescheduling fees are the sole responsibility of the candidate and will not be paid by the state.

If you do not allow at least five full business days to reschedule your appointment, you must pay a rescheduling fee equivalent to the original test fee before another test may be scheduled.

If absent or late. If you miss your appointment or arrive late and are not allowed to test, you must pay a rescheduling fee equivalent to the original test fee. Payment of this fee must be made before you will be rescheduled.

Emergency closing. Severe weather or an emergency could require canceling scheduled tests. If this occurs, Prometric will attempt to contact you by phone. You may also call 866.391.1945 to see if a site is closed. If the site is closed, your tests will be rescheduled without a rescheduling fee.

Taking your exam

You should arrive at least **30 minutes before** your scheduled appointment time. This allows time for you to sign in and for staff to verify your identification.

What to bring to the exam

Authorization to Test letter. You must present the original letter sent to you by Prometric.

Identification required. You must present **two** valid pieces of identification before you may test and one piece **must**:

- Be a current (not expired) government-issued (e.g., driver's license, state-issued identification card or military identification card);
- Contain **both** a current photo and your signature (this must be legible); and
- Have a name that **exactly** matches the name on your ID and Admission Letter.

Examples of acceptable second forms of identification include credit cards and Social Security cards. All forms of identification must have been signed before the day of test. **The second form of identification must also have your signature on it.**

ID that is cracked, torn or may have been tampered with will not be accepted and you may not be admitted to test.



Important If you do not provide correct identification at the time of the exam, it is considered a missed appointment. You will be required to pay the entire exam fee in order to be scheduled for another exam.

What to wear. If you are taking the Clinical Skills test, it is recommended that you wear flat, nonskid, closed-toed shoes. It is suggested that a uniform or scrubs be worn on the day of testing. You should also have a watch with a secondhand.

Written test overview

The Written test is administered using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. You do not need computer experience to use this system. You will use a computer mouse to select answers.

The Written test consists of 60 multiple-choice questions that evaluate your nurse aide knowledge and skills. You will have 90 minutes to take the test. The content outline on Page 11 is the basis for the Written test. The outline lists all topics covered in the test.

Oral test

The Written test can be taken in an oral form. During an Oral test, you will hear the questions read to you while reading and answering questions on the computer. You may replay questions as many times as needed. A Reading Assessment that may help you decide if you should consider taking the oral test is available online at www.prometric.com/NurseAide/NM. If you would like to take the Oral test, you must select this option on the application form. This request **cannot** be made on the day of testing.

Besides the Knowledge portion of the test that is the same as taken by all nurse aide candidates, the Oral test has an additional section of exam questions on Reading Comprehension. The Reading Comprehension Test has approximately 15 questions. This test is used to find out if candidates have the reading skills a nurse aide who works in a nursing facility needs.

Candidates must pass both the Reading Comprehension section and the Knowledge test section in order to pass the Oral test. Candidates will be given a separate score for each section. Each time a candidate takes the Oral test, she/he will be required to take the Reading Comprehension section, even if it was passed in a previous attempt.

Practice test

A 50-question practice test is available online at www.prometric.com/NurseAide/NM. The practice test is intended to help you become familiar with the testing format. How well you do on this practice test does not predict your results on your actual test.

Question formats

Three different multiple-choice formats are used on the Written test. Each format is shown in the following examples. An asterisk (*) indicates the correct answer in each sample question.

Format 1—Direct question

A nurse aide finds clean linen lying on the floor near the linen cart. What should the nurse aide do?

1. Place the linen back on the cart and cover the cart.
2. Place the linen in a resident's room for immediate use.
- * 3. Discard the linen in the soiled linen hamper.
4. Leave the linen on the floor for housekeeping staff to remove.

Format 2—Incomplete sentence

While the nurse aide tries to dress a resident who is confused, the resident keeps trying to grab a hairbrush. The nurse aide should

1. put the hairbrush out of sight.
- * 2. give the resident the hairbrush to hold.
3. try to dress the resident more quickly.
4. restrain the resident's hand.

Format 3—Which of the following

A nurse aide finds a resident crying in her room. Which of the following is the best response by the nurse aide?

1. "It's okay. We all have bad days."
2. "This is the best place to have a good cry."
3. "I will tell the social worker that you are upset."
- * 4. "Will it help to tell me why you are crying?"

Clinical Skills test overview

The Clinical Skills test is a timed test. You will be scored on five skills. While performing three assigned skills, you will also be scored on two additional skills — Handwashing and Indirect Care. Indirect Care is care related to resident rights, communication with the resident, resident safety and comfort, and infection control. You will have 35 minutes to complete the skills you are asked to perform.

To pass the Clinical Skills test, you must pass all five skills. To pass a skill, you are not required to perform the skill perfectly, but you are required to demonstrate competency of the skill. Each skill has a list of checkpoints.

TEST SITE REGULATIONS

The Nurse Aide Evaluator (NAE) will watch you perform the skill and compare your performance to the checkpoints for the skill. A Clinical Skills Checklist is available online at www.prometric.com/NurseAide/NM.

The rules for the Clinical Skills test allow you to make corrections while performing a skill. You must tell the NAE that you are making a correction during the skill. Once you have completed a skill and have indicated to the NAE that you are done with the skill, you may not go back to correct a previous skill.

The NAE who administers the Clinical Skills test is not permitted to teach, coach, or discuss your results or performance with you.

Resident actor

Candidates are required to play the role of the resident for other candidates who are taking the Clinical Skills test. You may be asked to play the role of the resident for more than one candidate. The skills that may be performed on you when playing the role of the resident include:

Skills to be performed	
Assisting you to walk	Measuring your pulse and breathing
Brushing your teeth	Measuring your weight
Changing bed linens while you are in bed	Moving you from the bed into a wheelchair
Cleaning and shaping your nails	Moving your arm or leg through simple exercises
Combing your hair	Placing you on a bedpan (clothes on)
Feeding you a small snack	Turning you on your side in bed
Measuring your blood pressure	Washing and applying lotion to one foot

When you are playing the role of the resident, you must be able to participate in the skills identified above. If you are unable to participate in any of the skills, please speak with the nurse administering the test **before** the test begins.

Stopping the testing of a skill

During the Clinical Skills test, the NAE can stop the testing of a skill if the resident actor is in danger.

Test site regulations

The following regulations will be observed at each test site. If you do not follow these rules, it may result in the disqualification of your exam. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored.

Personal items

Prometric is not responsible for personal items brought to the test center. It is recommended that personal items not be brought into the test site. Note the following:

- Electronic equipment is **not** permitted in the testing area. This includes **cell phones**, PDAs, pagers, cameras, tape recorders, etc. All of these items will be collected by the Nurse Aide Evaluator (NAE).
- Other personal items—purses, briefcases, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the test center. Access to purses will not be allowed during testing.

- Breaks**
 - If you leave the testing room while a test is in progress, you must sign out/in on the roster and you will lose exam time.
 - You will not have access to any personal items during this break.
 - You are not allowed to use any electronic devices or phones during breaks.
- Misconduct or disruptive behavior**
 - If you engage in any disruptive or offensive behaviors, you will be dismissed from the examination. If dismissed, your test results will be invalid. Examples are: giving or receiving help, **cell phones ringing in the test center**, resident actors talking, prompting or moving when not directed to do so, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.
- Visitors**
 - No guests, visitors, children or family members are allowed at the test center.
- Weapons**
 - Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

If questions arise. Test site employees are not allowed to answer any questions about the exam content. If you do not understand a question on the test, you should answer the question to the best of your ability.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your exam results

If you pass both parts of the examination, you will be mailed your New Mexico Nurse Aide Certificate within two business days from the date you tested. Your name will be added to the New Mexico CNA Registry. Scores are confidential and will be revealed only to you and the state. **Scores are not given out over the phone.**

Written test

Since your test is given on computer, you will get a score report when the test is done. The score report will list either pass or fail. **Test site employees cannot discuss your results with you.**

Clinical Skills test

Your score report will be given to you at the test site shortly after the completion of your test. You must pass all five skills to pass the Clinical Skills test. **The nurse giving the Clinical Skills test is not allowed to discuss your results with you.**

Unsuccessful candidates

If you fail a test, you will receive information about retaking the test. You are only required to retake the test you failed. You must take and pass both the Clinical Skills test and Written test within three attempts in a two-year eligibility period. A test fee is required each time you take a test.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing within 60 days of your test date. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

Recertification

To be eligible to renew your certification, you must have worked for pay as a nurse aide for at least eight hours during your most recent 24-month certification period. You must have worked under the supervision of a licensed or registered nurse. If you qualify for recertification, your new certification period will be for two years from your last reported date of employment.

If you need to be recertified, you must complete the New Mexico Employment Verification Form Required for Nurse Aide Recertification found online at www.prometric.com/NurseAide/NM. Once you complete the form, you must send it to Prometric at the address shown on the form.

**Examination
content outlines**

The Competency Examination consists of two tests, a Written (Knowledge) test and a performance-based Clinical Skills test.

**Written (Knowledge) Test Content Outline
60 questions—90 minute time limit**

The areas of nurse aide knowledge covered in the test are listed below.

- I. Role of the Nurse Aide**
 - A. Job duties and responsibilities—reporting, personal health and safety, resident’s rights, values, ethics, and legal considerations, reporting abuse and neglect
 - B. The health care team—care plans, resident care conferences, roles of team members
 - C. Communication skills
- II. Promotion of Health and Safety**
 - A. Accident prevention
 - B. Infection control
 - C. Use of restraints
 - D. Fire prevention and safety
 - E. Educating residents about health and safety
- III. Promotion of Function and Health of Residents**
 - A. Personal care skills—feeding, bathing, perineal care, nail care, skin care, toileting, grooming, dressing
 - B. Health maintenance—hydration and nutrition, protective devices, mobility and ambulation, range of motion, turning and positioning, transfer and appliances, bowel and bladder training, grooming, self care, assistive devices
 - C. Age-related changes
 - D. Psycho-social needs
- IV. Basic Nursing Skills**
 - A. Routine situations—vital signs, height, weight, skin, elimination, circulation, dietary, alertness, memory loss, confusion, sadness, fear, anxiety, withdrawn behavior
 - B. Emergency situations—chest pain, respiratory distress, choking, seizures, difficulty swallowing, diabetes, level of consciousness, falls
- V. Specialized Care**
 - A. Physical problems—hearing and vision loss, speech difficulty, mobility, paralysis, incontinence, constipation, diarrhea, nausea, catheter, tube feeding, oxygen therapy, dietary restrictions, pain
 - B. Psychological problems—confusion, memory loss, anxiety, combativeness, depression, fear, grief, pain
 - C. Care of the dying resident

Clinical Skills

The clinical skills that you may be asked to perform during the Practical test are listed below. A checklist for these skills may be found online at www.prometric.com/NurseAide/NM.

Indirect Care includes behaviors that are part of every skill tested for the Clinical Skills Test. Indirect Care includes communication, resident rights, safety, comfort and Standard Precautions (infection control). Indirect Care is rated during your performance of each skill.

Handwashing Note: Your handwashing technique is evaluated at the beginning of the test. This skill is not prompted, which means you will not be told to wash your hands. Nurse aides are expected to know to wash their hands before and after physical contact (touching) with the resident.

- I. Clinical Skill List**
 - A. Ambulation
 - B. Bedpan
 - C. Catheter Care
 - D. Change an Occupied Bed
 - E. Change of Position
 - F. Dressing
 - G. Feeding
 - H. Foot care
 - I. Hair and Nail Care
 - J. Measure and Record Blood Pressure
 - K. Measure and Record Contents of a Urinary Drainage Bag
 - L. Measure and Record Pulse and Respirations
 - M. Measure and Record Weight
 - N. Mouth Care – Brush Teeth
 - O. Mouth Care - Dentures
 - P. Partial Bed Bath
 - Q. Perineal Care - Female
 - R. Range of Motion – Lower Extremity
 - S. Range of Motion – Upper Extremity
 - T. Transfer



New Mexico Nurse Aide Registry Application

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Mail completed application form to: Prometric, Attn: NM NA Program, 1260 Energy Lane, St. Paul, MN 55108



Note: Before you enter your name below, check the government issued identification that you will use for admission to testing. If the name you use below does not **EXACTLY** match the name on the identification you provide on the day of testing, you will not be allowed to test.

Part A. Candidate Information

Last Name	First Name	Middle Name	Maiden Name (if applicable)
Street Address (including Apt. number or P.O. Box, if applicable)			Social Security Number - -
City	State	ZIP Code	Date of Birth - -
Daytime Phone Number (including area code) ()	Email Address		Gender (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male

Education Level (Check the box next to your highest education level completed)

<input type="checkbox"/> 0-8 years of Education	<input type="checkbox"/> 9-11 years of Education	<input type="checkbox"/> High School Diploma	<input type="checkbox"/> GED
<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Other _____	

Part B. Test Selection and Fees

If you are currently employed or have been offered employment by a Medicaid certified nursing facility, Part E must be completed.

<input checked="" type="checkbox"/>	First-Time Tester	Fee	5% NM State Tax	Total
	Clinical Skills and Written Test	\$95	\$4.75	\$
	Clinical Skills and Oral Test (English)	\$105	\$5.25	\$
	Clinical Skills and Oral Test (Spanish)	\$105	\$5.25	\$
<input checked="" type="checkbox"/>	Retester	Fee	5% NM State Tax	Total
	Clinical Skills Retest	\$60	\$3.00	
	Written Retest	\$35	\$1.75	\$
	Oral Retest (English)	\$60	\$3.00	\$
	Oral Retest (Spanish)	\$60	\$3.00	\$
		Total Fee		\$

Payment: Fee(s) may be paid by cashier's check or money order, payable to Prometric. Your name must be written on the money order or cashier's check. **Personal checks and cash are not accepted. Fees are nonrefundable.**

Part C. Eligibility Route

<input checked="" type="checkbox"/>	Route (see route explanations beginning on Page 1)
	1 - New Nurse Aide (New Mexico Trained)
	2 - Military Trained
	3 - Graduate RN/LPN
	4 - Out-of-State Nurse Aide (Expired)
	5 - Out-of-State or Foreign Trained Nurse/Nurse Aide (RN/LPN/NA)
	6 - RN/LPN Student
	7 - Expired New Mexico Certificate. NM Certificate # _____
	8 - Expired New Mexico Certificate beyond 24 months but nurse aide has been working in nursing-related field. NM Certificate # _____
	9 - Expired New Mexico Certificate/Retrained. NM Certificate # _____

Part D. Training Verification

If you are applying through Routes 1 or 9, this section must be completed.

Training Program Code: T ____/____/____/____		Training Completion Date: ____/____/____	
Name of Approved Training Program			
Training Program Mailing Address			
City		State	ZIP Code
Phone Number (including area code) ()		Fax Number (including area code) ()	

Program Director's or Instructor's Signature _____ Date _____

Part E. Work Verification

If you are currently employed or have been offered employment by a Medicaid certified nursing facility, this section must be filled out by an authorized facility representative in order to have the state pay your test fees. If this section is not completed, you must enclose a money order or cashier's check for the exam fees.

Date of Hire: (MONTH/DAY/YEAR)	Medicaid Provider Code (please provide complete code)
Name of Facility	
Facility Address	
City	State ZIP Code
I verify that this nurse aide is employed or has been offered conditional employment in this qualified nursing facility.	

Authorized Facility Representative's Signature _____ Date _____

Part F. Test Site Information

A calendar of available test sites and dates is posted online at www.prometric.com/NurseAide/NM. Completed applications and fees must be received by Prometric at least three weeks before the requested test date.

	Exam Date	Location
First Choice		
Second Choice		

Applicant's Affidavit and Candidate Release Statement

- I understand that I am responsible for making sure all information provided in this application is completely true and correct.
- I understand that if information given is not true, my registration status as a nurse aide may be at risk.
- I understand that if I pass both parts of the Nurse Aide Competency Examination, I will be placed on the New Mexico Certified Nurse Aide (CNA) Registry.
- I understand that I may be asked to play the part of the resident for another candidate on exam day. I do not have any physical, medical or other condition that would be affected in any way by my participation in the exam. I agree that I am responsible for my own personal safety both while taking the exam and acting as a resident. I hereby release Prometric, the NM HSD and DOH, and their agents and assigns from any responsibility or liability for any claim or damage that may result from my participation in the examination.

Applicant's Signature _____ Date _____