



Candidate Information Bulletin

State of Michigan

Certified Nurse Aide Evaluation Program

At a glance

The Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Health Professions, is responsible for the administration of the state’s nurse aide program. LARA has contracted with Prometric to develop and administer its Certified Nurse Aide (CNA) Competency Evaluation Program.

Prometric also maintains the Michigan Registry, which is the master list of all the certified nurse aides in Michigan.

This bulletin describes the procedures for becoming a Michigan CNA and being listed on the Registry. Follow these main steps if you are interested in becoming a CNA in Michigan.



To become a certified nurse aide in Michigan

- 1** Complete the Michigan Nurse Aide Competency Evaluation Registration form—Page 13.
The registration form is also available online at www.prometric.com/NurseAide/MI.
- 2** Prepare for your tests, using the content outlines in this bulletin—Page 11.
- 3** Take your tests at your scheduled regional test site. Be sure to bring the necessary identification with you to the test site—Page 4.
- 4** Once you have passed both tests, Prometric will send you your certificate and you will be placed on the Michigan Registry—Page 8.



To get answers not provided in this bulletin

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

Prometric
 1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.752.4724
 Fax: 800.813.6670
www.prometric.com/NurseAide/MI

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Eligibility to test requirements

Eligibility for taking the Competency Evaluation Program testing is established by having either:

- A Completion of Training Certificate from a Michigan state-approved nurse aide training program for training completed within the last 12 months; or
- An OBRA Exemption from Training form issued by LARA. A copy of this form is available online at www.michigan.gov/healthlicense.

LARA encourages all individuals requesting to take the state-approved Competency Evaluation Program to first take a state-approved nurse aide training program. If you are requesting exemption from training, you must contact LARA at 517.241.0554. **The exemption is from training only.** You will still be required to take and pass the Clinical Skills Test and the Knowledge Test. Training exemptions are granted for a six-month period only, and testing must be completed in that period. The state does not issue extensions or reissue exemptions to candidates who fail to complete testing within the six-month period.

If LARA denies the request for exemption from training, it will be necessary to complete training and testing to become a CNA.

Testing and training costs

A nurse aide who is employed by, or who has received an offer of employment from, a federally certified nursing care facility on the date on which the aide begins a nurse aide training and/or competency evaluation program cannot be charged for any portion of the program. (This includes any fees for textbooks or other required course materials.)

If you are not employed, or do not have an offer to be employed as a nurse aide when you start a training program, but become employed or receive an offer of employment from a federally certified nursing care facility no later than 12 months after completing a nurse aide training and competency evaluation program, the state must provide for the reimbursement of costs for completing the program. This reimbursement will be prorated during the period in which you are employed as a nurse aide. You will apply for this reimbursement through your nursing facility employer who will require proof that you paid for your training and testing.

Scheduling your tests

The Certified Nurse Aide (CNA) Competency Evaluation Program consists of a Clinical Skills Test and a Knowledge Test. You must pass both tests to become a CNA.

If you **are** employed by a nursing facility, the facility must make the arrangements for your testing.

If you **are not** employed by a nursing facility, you must mail the following to Prometric:

- 1 The Michigan Nurse Aide Competency Evaluation Registration form on Page 13 (or online at www.prometric.com/NurseAide/MI). Complete the form clearly and accurately. Incomplete, illegible and/or unsigned registrations will be returned, which will delay your testing.
- 2 Your training completion document; **or** proof of training exemption from LARA (a copy of the exemption approval form). You will take the original approval from with you to the test site.

Social Security number. If you do not have a Social Security number at the time you complete the registration form, you **will not** be allowed to test.

Authorization to Test letter

When a completed registration is received at Prometric, the registration will be processed and you will be mailed an Authorization to Test (ATT) letter. The ATT will include your authorization number(s) and general information on how to schedule your tests at a regional test site in your area.

Please be aware of the expiration date(s) on your ATT and/or exemption and training documents.

- Michigan requires that a candidate complete testing **within one year** of the training completion.
- If you are testing under an exemption from training, the exemption/OBRA document has an expiration date. You may not test after that expiration date.

If you do not receive an ATT letter, call Prometric at 800.752.4724. Prometric is **not** responsible for lost, misdirected or delayed mail.

Regional test sites

Prometric gives the Clinical Skills Test and Knowledge Test at regional test sites located throughout the state. A list of current regional test sites is available online at www.prometric.com/NurseAide/MI.

It is your responsibility to call the test site you choose and schedule an appointment. Schedule an appointment only after you have gathered all the required documents needed for admission including identification, ATT, necessary checks for payment of the testing fees, and/or exemption forms.



Important When you schedule an appointment, remember you may only schedule an appointment at one test site.

Fee information

Testing fees are paid at the test site at the time of testing. You will not be allowed to test if proper payment is not provided. Fees must be paid with a nursing facility check, cashier’s check or money order. Cash and personal checks **will not** be accepted.

You will be required to pay two fees using two separate checks:

- A check to the regional test site for test administration fees; and
- A check to Prometric for the test fee(s).

Fees are as follows:

Test Options	Check to Test Site	Check to Prometric
Clinical Skills Test and Knowledge Test	\$100	\$76.50
Clinical Skills Test ONLY	\$85	\$34
Knowledge Test ONLY	\$15	\$30.50

If you are a first-time tester and do not pass the Clinical Skills Test, you are not allowed to take the Knowledge Test, you will be issued a voucher for the Knowledge Test fee. Once you pass the Clinical Skills Test, you may use the Knowledge Test voucher at the site that issued the voucher. If you choose to take the Knowledge Test at a different test site, the voucher will not be valid and you will need to pay another \$15 Knowledge Test fee.



Important Print your name on money orders, certified checks, or company checks. Testing fees are nonrefundable and nontransferable.

Special test considerations

ADA accommodation. If you need testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.752.4724. 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 registration form 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.

The Clinical Skills and Knowledge tests are written to not exceed a sixth-grade reading level as required by the Michigan Competency Evaluation Program. Oral testing cannot be substituted for the literacy skills required for the Program.

ESL accommodation. If English is your second language, a language barrier is not considered a disability.

Rescheduling a test appointment

To reschedule a test without a fee, you must contact the regional test site more than 48 hours before your scheduled test appointment.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule **at least 48 hours** before your test.
- **\$25 fee** if you reschedule **less than 48 hours** before your test.

If absent or late

If you miss your test, are late and are not allowed to test, or are not allowed to test because you failed to bring the required admission documents, you will be required to pay an additional, nonrefundable rescheduling fee of **\$25**. The fee is payable to the regional test site at the time of your rescheduled test appointment. You are responsible to pay this fee.

Test sites will not schedule a candidate for testing who has been a no-show for three times until the candidate has paid all outstanding rescheduling fees.

Emergency closing

If a test administration is canceled due to weather conditions or other major difficulties, the regional test site will attempt to contact you about the cancellation. If there is a concern or question about whether a test site is closed, check the local radio station or call the test site to confirm the appointment. If the test site is closed, you will be rescheduled for another appointment without additional cost.

Taking your tests

First-time testers will be scheduled to take both the Clinical Skills Test and the Knowledge Test on the same day. You should arrive at least **30 minutes before** your scheduled test appointment. This allows time for you to sign in and for staff to verify your identification.

What to bring to the test site

You must bring all of the following items with you to the regional test site.

- **Authorization to Test (ATT) letter.** You must present the original letter sent to you by Prometric.

- **Signed Social Security card.** If you have lost your Social Security card, bring a letter from the Social Security Administration. The letter must include your Social Security number to be accepted in lieu of your card. Please note that a birth certificate cannot be substituted for a Social Security card.
- **Photo Identification with signature** (such as a driver’s license, passport, or Michigan ID card). This identification must be current (non-expired) and must have a photograph and a signature.
- **A second form of identification with signature** (such as a school ID card, facility ID, credit card, or library card).
- **Two checks:** one check for test fee(s) to Prometric and a second check for test administration fees payable to the regional test site. (See the “Fee information” section on Page 3.)

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 fail to bring all of the required documents listed above to your testing appointment, you will not be allowed to test. You will then be required to pay an additional, nonrefundable fee of \$25 to reschedule a testing appointment.

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. The outline shown on Page 11 is a list of the possible tasks you might be asked to perform during the Clinical Skills Test. 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. 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. 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 located online at www.prometric.com/NurseAide/MI.

Once you are at the test site, listen carefully to the instructions given by the NAE. You will be given an instruction sheet to refer to during testing that lists the skills you are to perform. The test will take place in a clinical laboratory, with someone acting as a resident or with a manikin.

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.



Important You **must pass** the Clinical Skills Test before you can take the Knowledge Test.

Knowledge Test overview

You will take the Knowledge Test on a computer at the regional test site. You do not need computer experience to take the test. You will use a computer mouse to select answers. Before you begin the test, you will have the chance to answer several practice questions to make sure you know how to use the computer.

The Knowledge 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 shown on Page 11 is the basis for the Knowledge Test. The outline lists all topics covered in the test and the approximate percentage of questions asked about each topic.

Question formats

Three different multiple-choice formats are used on the Knowledge 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?"

Practice test

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

Test site regulations

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

References

- No reference materials, papers or study materials are allowed at the test site. 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 site. 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 site. Access to purses will not be allowed during testing.

Restroom Breaks

- If you leave the testing room while a test is taking place, you must sign out/in on the roster and you will lose testing 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.

Visitors

- No guests, visitors, children or family members are allowed at the test site.

Misconduct or disruptive behavior

- If you engage in any disruptive or offensive behaviors, you will be dismissed from the test. If dismissed, your test results will be invalid and the details of the misconduct will be reported to the Board of Nursing. Examples are: giving or receiving help, **cell phones ringing in the test site**, 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.

Weapons

- Weapons are not allowed at the test site.



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 site administrator will collect any materials that violate the rules.

If questions arise. Test site employees are not allowed to answer any questions about the test 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 test results

Your test is scored at the regional test site. You will know if you passed or failed after you take the test. You will receive an “unofficial” printed result at the regional test site.

Passing candidates

Once you pass both the Clinical Skills Test and Knowledge Test, you will receive your nurse aide Registry document by mail about 14 days after your test date. Results are confidential and are not given out over the phone.

Prometric maintains a file of all people taking a test and reports the names of those who successfully pass both the Clinical Skills and Knowledge tests to the state Registry.

Unsuccessful candidates

If you fail the Clinical Skills Test, your Knowledge Test appointment will be canceled. The regional test site will issue you a Knowledge Test Voucher - proof that the test fee has already been paid.

If you were unsuccessful in either test and remain eligible to retest, you will receive a new ATT letter in the mail within 14 days of taking your test. If you do not receive your ATT letter or have any other questions, call 800.752.4724.

Once you receive your new ATT letter, you may schedule a new testing appointment. If your ATT letter will expire in a short time, you may request that Prometric fax your ATT letter directly to the regional test site.



Important You may only take the Clinical Skills Test and/or the Knowledge Test three times each. If you are unable to pass both tests after three attempts, you will be required to retrain before retesting.

Retaking the tests at a different regional test site

If you must retake the Knowledge Test, the test may be scheduled at any regional test site. However, if you must retake the Clinical Skills Test and want to retest at another site, you must ask: (1) the original site if they are willing to transfer the Knowledge Test fee to the new site; and (2) the new site if they will accept a Knowledge Test Voucher from the original test site.

If your original test site is unwilling to transfer the \$15 Knowledge Test Administration fee and/or the new test site is unwilling to accept the Knowledge Test Voucher, you are responsible for paying the \$15 fee to the new Regional Test Site.



Important Please be aware that test sites are not required to transfer these fees, and many do not participate in this arrangement. It is strongly advised that you complete your testing at one regional test site.

Appeals process

Our goal is to provide a quality test 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 test. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about test 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 test 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 with acknowledgement of receipt within 10 business days.



Important Faxed or emailed appeals will not be accepted because an original signature is required.

Certified Nurse Aide Registry

After you successfully pass the Competency Evaluation Program — both the Clinical Skills Test and the Knowledge Test — you will receive a Registry document and be placed on the Michigan Nurse Aide Registry. Your Nurse Aide Registry document is valid for two years from the time of issue. An expiration date will appear on the document.

To request a duplicate Michigan Registry Certificate Document, complete the Request for Materials form located online at www.prometric.com/NurseAide/MI. Mail the form with a \$20 money order made payable to Prometric to the address listed on the form. Checks **will not** be accepted.

Registry verification

Before an individual can be hired as a nurse aide, a long-term care facility must contact the Registry and verify that the person has met the competency evaluation requirements and that the individual is in good standing on the Registry. Verification can be done online at www.prometric.com/NurseAide/MI or by calling **800.748.0252**.

Nurse aides with findings of resident abuse, neglect and/or misappropriation of resident property will remain on the Registry with the findings placed in their record. This information will be disclosed to the health facilities that call to verify a person's standing. Findings placed on the Registry are permanent and will be removed only when:

- The findings have been made in error;
- An individual has been found not guilty in a court of law; or
- The state is informed of a registrant's death.

A nurse aide under investigation for resident abuse, neglect and/or misappropriation of resident property is given a hearing and has an opportunity to rebut findings in the Registry. Only validated findings are placed on the Registry. **This is public information.**

Moving out of state. If you are a nurse aide moving from Michigan to another state, you must contact the Registry of that state to see if your CNA status can be transferred to that state as requirements vary from state to state. If the new state requires verification of your Michigan Registry information, the state must send the necessary paperwork requesting this information to Prometric.

Renewal eligibility

You are eligible for renewal if you have worked as a Certified Nurse Aide (CNA) in a traditional or nontraditional health care facility for at least eight consecutive hours within the immediate 24-month period prior to your current Registry document expiration date.

The facility you worked in must be licensed by the state of Michigan and/or certified by the federal government. You must have been performing nursing or nursing-related services for pay under the supervision of a registered nurse. This experience must be verifiable by an R.N. who has directly supervised your performing nursing or nursing related services.

Nurse aides that are flagged on the Registry for resident abuse, neglect, or misappropriation of property are not eligible for renewal.

Renewing the Registry document

Approximately 45 to 60 days prior to the expiration of the Registry document, a renewal notice will be mailed to you. The notice will go to your home address currently listed on the Registry. Renewal notices must be completed and returned to Prometric with the required Registry document renewal fee.

While a renewal notice is mailed to you, failure of that notice to be delivered to you is no excuse for your Registry document to expire. It is **your responsibility** to keep your information correct and current with the Michigan Nurse Aide Registry. You may update your address in the Registry by calling 800.752.4724. There is no charge for correcting this information.



Note If you have not received a renewal form within 30 days prior to the expiration date, you may obtain a Registry Renewal form online at www.prometric.com/NurseAide/MI or by calling Prometric at 800.752.4724.

Completing the Registry Renewal form

Your renewal form must be signed and verified. Who signs and verifies depends on where you are working. If you are employed by a:

- **Traditional Facility** (Long Term Care Facility, Home Health Agency, County Medical Care Facility, Hospital or Hospice), your renewal form must be verified and signed by your Director of Nursing/Staff Development Coordinator.
- **Staffing Agency** (Working as a nurse aide in a Long-term Care Facility, or providing private duty care), your renewal form must be verified and signed by the Staffing Agency, and a dated letter on the agency's letterhead must be attached to the form specifying the name of the most recent long-term care facility where you worked as a nurse aide, and the dates you worked there.
- **Nontraditional Facility** (Assisted Living Facility, Group Home or any other type of facility not listed traditional facility category above), your renewal form must be verified and signed by the RN who delegated and supervised the nursing and/or nursing-related services. Renewals for nurse aides working in nontraditional facilities will be determined on a case-by-case basis. The facility must be state licensed and/or federally certified.

A letter written on the employing facility's letterhead, documenting the current or former employment with the facility as a nurse aide, must accompany **all** renewal forms. It must be signed by the Director of Nursing/Staff Development Coordinator.

If you **are not currently working** as a nurse aide, you will be recertified for two years beginning from the last day you worked as a nurse aide for an approved nurse aide employer. A letter from the employer verifying your last date of qualifying employment is required.

Renewal fees. The renewal fee is **\$20**. Only money orders will be accepted for Registry document renewal fees. The money order should be made payable to Prometric. This is a nonrefundable processing fee. You will not get your money back if you are not eligible for renewal. If you have any questions as to whether or not you are eligible, you should resolve this issue before submitting your form.



Important You should send the completed form with the \$20 money order to Prometric at the address indicated on the form. If any information is missing, your renewal form will be returned to you. It is suggested that you make a photocopy of your completed form for your records before you mail it.

If the renewal form, documentation of employment as a nurse aide for at least eight hours in the two-year certification cycle and renewal fee are returned to Prometric, a new certificate is issued for an additional two years.

Grace period for an expired Registry document

It is important to renew your document prior to your expiration date to ensure your status stays current on the Registry. However, there is a grace period of not more than 60 days following your expiration date in which your Registry Renewal form must be received by Prometric. If your Registry Renewal form is not received within the 60-day grace period, you will be required to retest. The state allows nurse aides to continue to work during the grace period at the employer’s discretion.

Work experience during the grace period. The state allows nurse aides who did not complete the required eight hours of work experience during their certification period to complete the eight hours of work during their 60-day grace period. The nurse aide must meet all other requirements for renewal, and the completed renewal form, along with the renewal fee and letter of employment, must be received by Prometric before the end of the grace period.



Important It is **your responsibility** to renew your Registry document prior to its expiration date. If your Registry document expires, you will be required to retest.

Competency Evaluation Content Outlines

The Competency Evaluation consists of two tests, a performance-based Clinical Skills Test and a written Knowledge Test.

Clinical Skills Test Outline
35-minute time limit

The following is a list of the clinical skills that you may be asked to perform during the Clinical Skills Test. A checklist for these skills may be found online at www.prometric.com/NurseAide/MI.

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.

You will also be evaluated on **Indirect Care** during your performance of each skill. Indirect Care includes communication, resident rights, safety, comfort and Universal precautions (infection control).

I. Clinical Skill List

- A. Bedmaking – Unoccupied (make a bed with no one in it using flat sheets or fitted sheets)
- B. Bedpan (assist a resident in using a bedpan)
- C. Blood Pressure (take a resident’s blood pressure and write it down on the supplied paper)
- D. Catheter Care (provide catheter care to a resident with an indwelling urinary catheter)

- E. Change an Occupied Bed (change all the linens on a bed, with a resident in it)
- F. Change of Position (position a resident on one side)
- G. Change of Position with Backrub (you may be asked to also provide a backrub when repositioning the resident)
- H. Dressing (provide complete assistance in undressing and dressing for a resident that has a weakness on one side)
- I. Feeding (feed a snack such as pudding or applesauce and a beverage to a resident who requires assistance with feeding)
- J. Hair and Nail Care (comb or brush a resident’s hair and provide fingernail care)
- K. Height and Weight (measure a resident’s height and weight and write them down on supplied paper)
- L. Measuring and Recording Content of Urinary Drainage Bag (empty contents of urinary drainage bag into a graduated container, measure the amount of urine and record as output on an Intake and Output form)
- M. Mouth Care – Brush Teeth (brush a resident’s teeth)
- N. Mouth Care – Dentures (provide mouth care and denture care to a resident)
- O. Partial Bed Bath (provide bathing to a resident, washing the resident’s face, neck,

- arms, hands, chest and back; care should include a backrub)
- P. Perineal Care – Female (perform perineal care, using soap and water, on a manikin)
- Q. Pulse and Respirations (take a resident’s pulse, and respiration, counting both for one full minute, and write them down on supplied paper)
- R. Range of Motion – Lower Extremity (perform range of motion exercises on a resident’s lower extremity)
- S. Range of Motion – Upper Extremity (perform range of motion exercises on a resident’s upper extremity)
- T. Transfer (pivot transfer a resident who can stand but not walk, from the bed to a wheelchair using a gait or transfer belt)

- 5. Turning and positioning
- 6. Transfer and appliances
- 7. bowel and bladder training
- 8. grooming
- 9. self care
- 10. assistive devices
- C. Age-related changes
- D. Psychosocial needs

IV. Basic Nursing Skills -25%

- A. Routine situations
 - 1. Vital signs
 - 2. Height
 - 3. Weight
 - 4. Skin
 - 5. Blood pressure
 - 6. Elimination
 - 7. Circulation
 - 8. Dietary
 - 9. Alertness
 - 10. Memory Loss
 - 11. Confusion
 - 12. Sadness
 - 13. Fear
 - 14. Anxiety
 - 15. Withdrawn behavior
- B. Emergency Situations
 - 1. Chest pain
 - 2. Respiratory distress
 - 3. Choking
 - 4. Seizures
 - 5. Difficulty swallowing
 - 6. Diabetes
 - 7. Level of consciousness
 - 8. Falls

V. Specialized Care -15 %

- A. Physical problems
 - 1. Hearing and vision loss
 - 2. Speech difficulty
 - 3. Mobility
 - 4. Paralysis
 - 5. Incontinence
 - 6. Constipation
 - 7. Diarrhea
 - 8. Nausea
 - 9. Catheter
 - 10. Tube feeding
 - 11. Oxygen therapy
 - 12. Dietary restrictions
 - 13. Pain
- B. Psychological problems
 - 1. Confusion
 - 2. Memory loss
 - 3. Anxiety
 - 4. Combativeness
 - 5. Depression
 - 6. Fear
 - 7. Grief
 - 8. Mental retardation
 - 9. Pain
- C. Care of the dying resident

Knowledge Test Content Outline
60 questions—90 minute time limit

The following content outline lists all subjects covered in the Knowledge test.

I. Role of the Nurse Assistant - 18%

- A. Job Duties and Responsibilities
 - 1. Reporting requirements
 - 2. Personal health and safety
 - 3. Resident’s rights
 - 4. Values
 - 5. Ethics and legal considerations
 - 6. Reporting abuse and neglect
- B. The Health Care Team
 - 1. Care plans
 - 2. Resident care conferences
 - 3. Roles of team members
- C. Communication Skills

II. Promotion of Health and Safety - 15%

- A. Accident prevention
- B. Infection control
- C. Use of restraints
- D. Fire prevention and safety
- E. Educating residents about health and safety
- F. Maintaining a safe and comfortable environment

III. Promotion of Function and Health of Residents - 27%

- A. Personal care skills
 - 1. Feeding
 - 2. Bathing
 - 3. Perineal care
 - 4. Nail care
 - 5. Skin care
 - 6. Toileting
 - 7. Grooming
 - 8. Dressing
- B. Health maintenance
 - 1. Hydration and nutrition
 - 2. Protective devices
 - 3. Mobility and ambulation
 - 4. Range of motion



Michigan Nurse Aide Competency Evaluation Registration Form

Print or type clearly and neatly.



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.

Instructions:

- Mail the completed form to Prometric. Incomplete or illegible forms will not be processed.
- After your registration has been processed, you will receive an Authorization to Test in the mail with information on how to schedule your test.

Section 1: Personal Information	
Social Security number:	
First Name and Middle Initial:	
Last Name:	
Date of Birth:	
Home Address:	_____ Apt. # Street Address or P.O. Box # _____ City State County Zip Code
Home Phone Number:	
Work Phone Number:	
Is this your first time registering to test?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously been certified as a nurse aide in Michigan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have previously tested or been certified in Michigan, have you changed your name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide your previous name and supportive legal documents regarding the name change: _____	

Section 2: Employment Information			
Are you currently employed as a nurse aide by a nursing facility? Check one of the following:			
<input type="checkbox"/> Yes, I am currently working as a nurse aide. Date of Hire: _____. (Go to next question.)			
<input type="checkbox"/> No, I am not working as a nurse aide. (Go to Section 3 on the next page.)			
If you currently work as a nurse aide, please provide information about the facility where you are employed:			
Facility Name	Facility Phone Number		
Street Address or P.O. Box			
City	State	County	ZIP Code

Please complete the other side of this form before mailing.

Section 3: Training Information

Have you successfully completed a state-approved training program within the last 12 months?
Check one of the following:

No, I have not completed training.

I have included a copy of my **Exemption from Training Letter** with this registration form.

Yes, I have completed training in the last 12 months. Date training completed: _____

I have included a copy of my **proof of training completion document** with this registration form.

Name and Address of Training Program/Facility

Facility Name		Name of Trainer	
Street Address or P.O. Box		Facility Phone Number	
City	State	County	ZIP Code

Nurse Aide Signature

I certify that I am the applicant who is referred to in this registration and that the statements herein are true. I understand that the results from my competency evaluation will be released to my nurse aide employer or training program.

Signature of Nurse Aide Applicant

Date

Section 4: Optional Questions

Gender (Optional) Check **one** of the following.

Male Female

Ethnic Background (Optional) Check **only one** box.

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Mexican American	<input type="checkbox"/> White (non-Hispanic)
<input type="checkbox"/> Asian American/Pacific Islander	<input type="checkbox"/> Other Hispanic or Latin American	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Black (non-Hispanic)/African American		

Education Level (Optional) Check the box next to your highest education level completed. Check **only one** box.

<input type="checkbox"/> 4th grade or less	<input type="checkbox"/> Some High School, did not graduate	<input type="checkbox"/> One or two years of college
<input type="checkbox"/> Between 5th and 8th grades	<input type="checkbox"/> High School diploma or GED	<input type="checkbox"/> Two-year college degree
<input type="checkbox"/> More than two years of college		

We suggest that you make a photocopy of this form for your records.

Questions: For assistance with any questions, please call Prometric at 800.752.4724.

Mail this completed form to:

Prometric
Attn: Michigan Nurse Aide Program
1260 Energy Lane
St. Paul, MN 55108

PROMETRIC
1260 Energy Lane
St. Paul, MN 55108
800.752.4724

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