

The State of MN Competency Test for Nursing Assistants and Home Health Aides consists of a written test and a skills test taken on the same day. If you are interested in taking the State of Minnesota Competency Test please follow these steps:

- Step 1 – Determine your eligibility
- Step 2 – Prepare required documents and fees
- Step 3 – Identify a testing date
- Step 4 – Register

Step 1: Determine Eligibility to Test

You maybe eligible to apply to take the NNAAP or the NA/HHA Exam for certification as a nursing assistant candidate, a nursing assistant/home health aide candidate, or as a test-out candidate in Minnesota. To determine your eligibility, review the following questions:

1. **Have you completed a state approved Nursing Assistant Program, within the past two (2) years?** If you answered yes, you are a **NURSING ASSISTANT CANDIDATE**, move on to step 2 on the next page. If you answered no, move on to the next question.
2. **Have you completed a state-approved combined Nursing Assistant/Home Health Aide training program within the past two (2) years?** If you answered yes, you are a **NURSING ASSISTANT/HOME HEALTH AIDE CANDIDATE**, move on to Step 2 on the next page. If you answered no, move on to the next question.
3. **Are you currently on the MN State Nursing Assistant Registry and have recently completed an approved home health aid program and now are seeking home health aid certification?** If you answered yes, you are a **HOME HEALTH AIDE CANDIDATE**, move on to step 2 on the next page. If you answered no, move on to the next question.
4. **Did you answer NO to the three questions above?** Then you qualify to take the state of Minnesota Competency Test as a **TEST-OUT CANDIDATE**. Note that Test- Out candidates are only allowed to take the Nursing Assistant Exam.
Examples of a TEST-OUT CANDIDATE are:
 - You have not taken a nursing assistant program or it has been over two (2) years since taking the program
 - You have not worked as a nursing assistant in the last two (2) years
 - You are a nursing assistant from another state and do not qualify for reciprocity in Minnesota
 - You are a student nurse or graduate nurse candidate
 - You were trained in another country
 - Your certification has lapsed

Now that you know your eligibility, continue to Step 2 on the next page.

Step 2: Required Documents and Fees

The required documentation and payment is based on your eligibility. All candidates are required to submit **two (2) separate payments** for testing – one for RCTC and one for Pearson Vue. Each must be in the form of a money order, certified check, or company check. **The two (2) Payments CANNOT be combined.**

Nursing Assistant or Nursing Assistant/Home Health Aide

<input type="checkbox"/> Administrative Fee (payable to RCTC): Fee must be paid in the form of a money order, certified check, or company check. If your employer will be paying for the administrative fee, please include a short memo from your employer on company letterhead, stating your full name, test date, and that they will be responsible for paying all fees related to the Nursing Assistant State Competency Test. NO personal checks, credit cards or cash accepted.	\$110.00
<input type="checkbox"/> Exam Fee (payable to Pearson Vue): Fee must be paid in the form of a money order, certified check, or a Pearson Vue voucher. NO personal checks credit cards or cash accepted.	\$64.00
<input type="checkbox"/> Minnesota Nursing Assistant/Home Health Aide Application The application must be signed and completed by an instructor verifying completion of program. Also, bring your certificate of completion with you when registering for the exam. <input type="checkbox"/> Bring Social Security Card or have correct Social Security Number available. Continue to step 3.	

Home Health Aide Candidate

<input type="checkbox"/> Administrative Fee (payable to RCTC): Fee must be paid in the form of a money order, certified check, or company check. If your employer will be paying for the administrative fee, please include a short memo from your employer on company letterhead, stating your full name, test date, and that they will be responsible for paying all fees related to the Nursing Assistant State Competency Test. NO personal checks, credit cards, or cash accepted.	\$75.00
<input type="checkbox"/> Exam Fee (payable to Pearson Vue): Fee must be paid in the form of a money order, certified check, or a Pearson Vue voucher. NO personal checks, credit cards, or cash accepted.	\$42.00
<input type="checkbox"/> Minnesota Nursing Assistant/Home Health Aide Application The application must be signed and completed by an instructor verifying completion of program. Also, bring your certificate of completion with you when registering for the exam. <input type="checkbox"/> Bring Social Security Card or have correct Social Security Number available. Continue to step 3.	

Test-Out Candidate

<input type="checkbox"/> Administrative Fee (payable to RCTC): Fee must be paid in the form of a money order, certified check, company check, or a state approved voucher. If your employer will be paying for the administrative fee, please include a short memo from your employer on company letterhead, stating your full name, test date, and that they will be responsible for paying all fees related to the Nursing Assistant State Competency Test. NO personal checks, credit cards, or cash accepted.	\$110.00
<input type="checkbox"/> Exam Fee (payable to Pearson Vue): Fee must be paid in the form of a money order, certified check, or a Pearson Vue voucher. NO personal checks, credit cards, or cash accepted.	\$64.00
<input type="checkbox"/> Bring Social Security Card or have correct Social Security Number available. Continue to step 3.	

Step 3 – Identify a date to test

Testing is done year round, usually 2-3 times a month. You can view scheduled test dates on our website at <http://rctcbwe.com/category/healthcare> then click on **Nursing Assistant State Exam**. Please note, test dates are not held until all registration forms and payments are provided.

Step 4 - Go to the Heintz Center to register

Registrations are taken at Rochester Community and Technical College, Heintz Center, 1926 Collegeview Drive SE, Room HC107; Monday through Friday from 8:00 am – 4:00 pm.

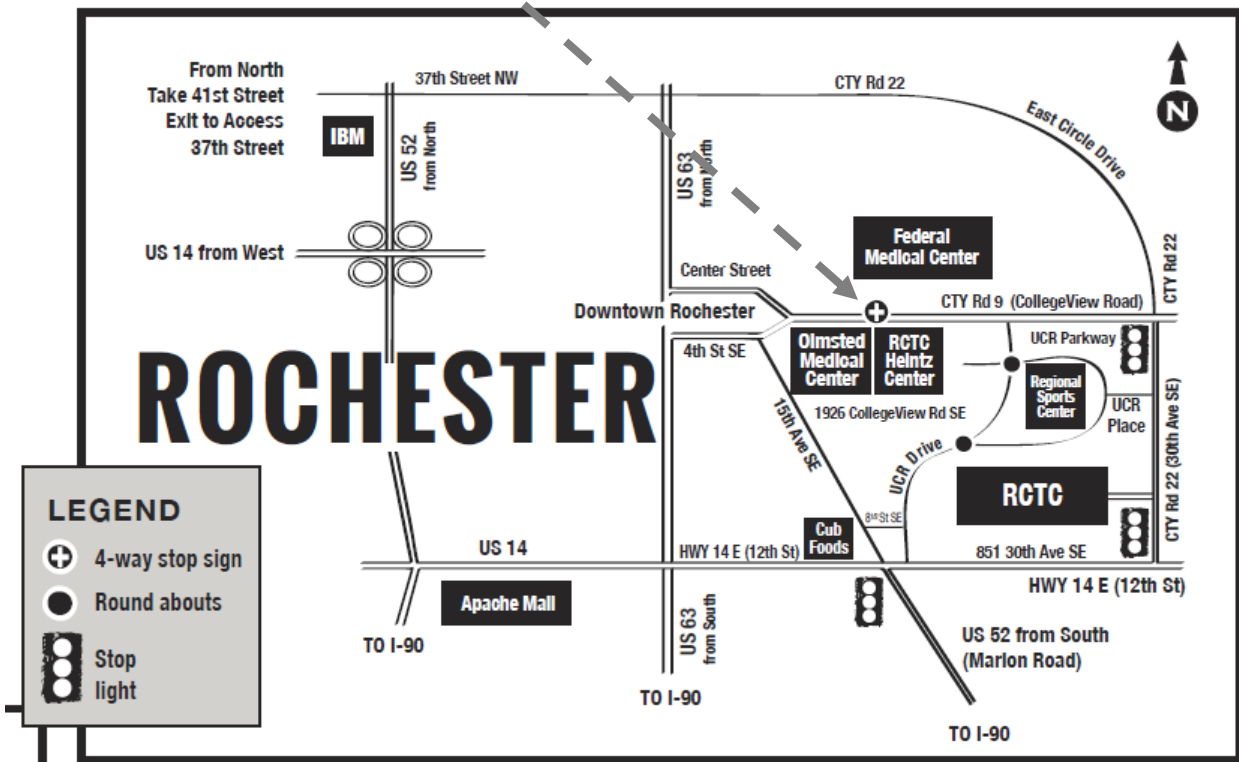
- Registrations are taken on a space available basis only; we recommend registering early.
- Registration and payment is required no later than 5 business days before the test date.
- Registrations will not be taken without payment.
- Registrations will not be taken over the phone or through the mail.

Registration Checklist – Bring the following items to register:

- RCTC Fee (certified check or money order ONLY)
- Pearson Vue Fee (certified check or money order ONLY)
- Application (if applicable) with your instructor's signature on the back if you completed a state approved training course in the past two years
- Social Security Card or have correct Social Security Number available

Finding the RCTC Heintz Center

For a detailed map and driving directions go to:
<https://www.rctc.edu/about/maps/>
Scroll down to "Directions to Heintz Center"



Driving Directions to the Heintz Center
(1926 College View Road SE, Rochester, MN 55904):

HWY 52 Southbound: Exit at 41st STREET exit to access 37th STREET NW (turns into East Circle Drive and County Road 22) and travel east through the intersection of US 63. Before the County Road 9 intersection (stop light), merge right onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.

HWY 63 Southbound: Exit (left) at 37th STREET NW (turns into East Circle Drive and County Road 22). Follow directions above.

HWY 63 Northbound: Exit at HWY 14 East (also known as 12th Street) and travel east. Turn left at 15th Avenue SE/Marion Road intersection. Follow 15th Avenue to 4th Street and turn right onto 4th street. At 4-way stop, turn right and then left into parking lot of Heintz Center.

I-90: Exit at HWY 63 North and follow instructions above.

HWY 14 Westbound or Eastbound: Exit at County Road 22 (30th Avenue) and follow to County Road 9 intersection. Turn left onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.

Parking Tip: Park on the west side of the building and enter through doors marked H14. Our office is located in HC 107, directly across this entrance.

Preparing for the Exam

1. Preparing for The Exam
2. Testing Policies
3. **Required Items**
4. Code of Conduct Statement of Understanding
5. Frequently Asked Questions
6. Exam Day Checklist

1. Preparing for the exam

The two (2) parts of the NNAAP Exam, the written (or Oral) and the skills evaluation, will be administered the same day. You must pass both parts in order to be certified and listed on the Minnesota Nursing Assistant Registry.

The written portion consists of seventy (70) multiple choice questions written in English. An oral exam may be substituted for the written Examination. The **Oral Exam must be requested when you register**. The oral exam consists of seventy (70) multiple choice questions and is administered by listening to the exam as it is read to you on the MP3 player. You will have two (2) hours to complete either the written or oral exam. **A practice written exam is available online at www.pearsonvue.com.**

At the Skills Evaluation you will be asked to perform five (5) randomly selected nursing assistant/home health aide skills. You will be rated on these skills by an evaluator. **A complete listing of the skills is available online at www.pearsonvue.com or in the candidate handbook.** You will have 30 minutes to complete the skills evaluation.

Candidates should be prepared to start exam with either the written or the skills test.

2. Testing Policies

Failure to adhere to any of these guidelines may result in you not being able to test and loss of your RCTC registration fee. If you have any questions, call 507-280-3157.

- Arriving Late – If you arrive late for your exam, you will NOT be admitted to the exam room and you will be responsible for the entire exam fee.
- Electronic Devices – Cell phone, smart watch or any other electronic device is prohibited. Cell phone and smart watches brought on the test day must be turned off and turned in to evaluator at beginning of exam and will be returned along with your test results.
- Guest/Visitors – No guest, visitors, or children are allowed at test site.
- **Wear appropriate clothing** - You must wear a loose fitting top that can be rolled up to the shoulder (or a tank top), loose fitting pants that can be rolled up, and flat, slip-on, non-skid shoes. See Candidate Volunteer Requirements in the candidate handbook for full information.
- **Student Code of Conduct** - During your exam you must abide by RCTC's Student Code of Conduct. Violation of the student code of conduct may result in disciplinary action. You may request a copy of the student code of conduct at any time in HC 107.

3. Required Items

You must bring/know the following items with you, on the test date:

- Wear appropriate clothing – see candidate handbook for more information
- Bring Your Social Security Card or have correct Social Security Number available
- Bring two forms of ID (must be valid/current):
 - One with your picture and your signature (Examples: valid Driver's License, valid State ID, School ID w/signature, or valid Passport)
 - One with your signature only (Examples: Social Security Card, current Library Card, valid Credit Card)

4. Code of Conduct Statement of Understanding

Candidates for Nursing Assistant State Exam are members of the Rochester Community and Technical College academic community. The Rochester Community and Technical College Student Conduct Code apply to all aspects of the exam. I understand that when I participate in the Nursing Assistant State Exam at Rochester Community and Technical College, I take upon myself certain responsibilities and obligations, including satisfactory performance and social behavior consistent with the lawful purposes of the college.

I recognize and understand that conduct is an integral part of the educational process. The conduct norms expected of me are those of common decency, decorum, recognition of and non-infringement upon the rights and property of others and the college.

I further understand the following are examples of unacceptable conduct (including but not limited to) and subject to disciplinary action by the college including dismissal from the exam:

- Use or threatened use of violence, either verbal or written
- Assaulting, striking, or in any way threatening or causing physical harm to another; including but not limited to fighting, extortion, interference or obstruction and attack with a weapon
- Any conduct which constitutes a serious danger to any person's health, safety or personal well being
- Use of profanity or obscene language toward college staff or other students
- Disobedience or insubordination to all college personnel
- Coming to the college under the influence of alcohol, drugs or other controlled substances except as prescribed by a physician
- Harassment and abuse directed toward individuals or groups, whether discriminatory or nondiscriminatory
- Violation of local, state or federal law
- Other acts of conduct, as determined by the college, which endangered property, are disruptive of the educational process or are dangerous or detrimental to students, college personnel and other persons
- Cell phone and smart watch use, including text messaging, during the exam is prohibited. Cell phones and smart watches will be collected by evaluator at check-in and returned to the student when the results are given and testing is complete. We strongly recommend you leave your cell phone at home or in your vehicle.
- Sharing any contents of the written and skills testing or your results of the testing with another student. It is the responsibility of RCTC and the student to keep all contents of the testing confidential.

I have read the above Code of Conduct for the Nurse Aide Skills Evaluation program and understand that failure to comply with the Conduct of Code may result in disciplinary action.

5. Frequently Asked Questions

Can I register before I complete my training program?

No, RCTC requires a completed application form, signed by your instructor with your program completion date, in order to register for the test. No spots are "held" for candidates without the required paperwork.

How long will the exam take?

Be prepared to be at the exam site all day, 8 am – 5 pm. Candidates move through the exam at different rates therefore, it is difficult to calculate an end time. Due to the length of the exam, we **STRONGLY** recommend you bring a light lunch.

Will I be allowed to take a lunch?

There is no scheduled lunch time, but you are welcome to bring a snack (light lunch) and beverage(s) to eat during down time between tests. Vending machines are located in the Commons area and the cafeteria is open September through mid-May, 8:00 am – 1:00 pm.

Will I receive my results the same day?

Official test results are usually faxed from Pearson VUE before you leave the test site. If there are any problems receiving your faxed results, Pearson VUE will mail your results directly to your home address.

What if I can't test on the date I chose?

Call 507-280-3157, or stop by our office HC 107 (Heintz Center) to cancel or transfer your registration. A \$25.00 administration fee will be charged for all cancellations or transfers received at least 5 business days before the test. No-shows and cancellations or transfers with less than 5 business days' notice, will be charged the full RCTC fee. In the event of a RCTC cancellation, a full refund is issued.

What if I can't test on the date I chose due to illness?

Contact our office immediately, 507-280-3157, to transfer your test date. The \$25.00 administrative fee may be waived for students who can provide documentation of illness (doctor's note).

What if I forget my IDs or do not have a picture ID the day of the test?

You will **NOT** be allowed to take the test and will be charged the full RCTC fee for the test.

Do I have to wear scrubs?

No, scrubs are optional but you are required to wear loose fitting clothes that are easy to move around in. Failure to wear appropriate clothing may result in you being dismissed from the exam and loss of your RCTC registration fee (see candidate handbook for Candidate Volunteer Requirements).

Will I have to be a volunteer for the skill evaluation?

Yes, you will need to act as a volunteer for the skills evaluation by playing the role of a nursing home patient. A card with directions about how to volunteer will be given to you by the evaluator the day of the test.

What behavior/actions are violations to the Student Code of Conduct?

Use or threatened use of violence, either verbal or written; use of profanity, obscene language, harassment, bullying or abuse toward college employees, other students, or guest; coming to the college under the influence

What if I need to request special test accommodations?

Contact our office at 507-280-3157 **at least two weeks in advance of chosen test date** to discuss your needs. Additional documentation may be required which could delay registration.

What if I still have questions?

Call our office at 507-280-3157, or stop by our office HC 107 (Heintz Center). Our office is open Monday – Friday, 8:00 a.m. – 4:30 p.m.

6. Exam Day Checklist

Required Items

- Arrive 15 minutes early and report to the room documented on your receipt
- Have 2 forms of ID
 - One with your picture and your signature (Examples: valid Driver's License, valid State ID, School ID w/signature, or valid Passport)
 - One with your signature only (Examples: Social Security Card, current Library Card, valid Credit Card)
- Bring Your Social Security Card or have correct Social Security Number available
- Wear appropriate clothing (see candidate handbook for Candidate Volunteer Requirements)

Suggested Items

- Three #2 pencils with erasers
- Watch with a second hand (optional)
- Sweater or wrap for temperature changes
- Snack/beverage(s)