



Rochester Community & Technical College Nursing Assistant and/or Home Health Aide Testing

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 and Identify Required Documents and Fees
- Step 2: Register for a testing date
- Step 3: At least one week before test, bring completed MN NA/HHA Program Application for Competency Exam form to RCTC-BWE

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

Identify Required Documents and Fees

Nursing Assistant or Nursing Assistant/Home Health Aide

<input type="checkbox"/> Administrative and Exam Fee (payable to RCTC): Fee paid online by credit card. If your employer will be paying for the administrative fee, please contact RCTC-BWE at 507-280-3157. NO personal checks, or cash accepted.	\$174.00
<input type="checkbox"/> Minnesota Nursing Assistant/Home Health Aide Application The application must be signed and completed by an instructor verifying completion of program(s) and brought to RCTC BWE at least one week before the test date	
<input type="checkbox"/> Have correct Social Security Number available. Continue to step 3.	

Test-Out/Challenge Candidate

<input type="checkbox"/> Administrative and Exam Fee (payable to RCTC): Fee paid online by credit card. If your employer will be paying for the administrative fee, please contact RCTC-BWE at 507-280-3157. NO personal checks, or cash accepted.	\$174.00
<input type="checkbox"/> Minnesota Nursing Assistant/Home Health Aide Application Come to RCTC BWE at least one week before the test date to complete the form.	
<input type="checkbox"/> Bring Social Security Card or have correct Social Security Number available. Continue to step 3.	

Register for a Date to Test

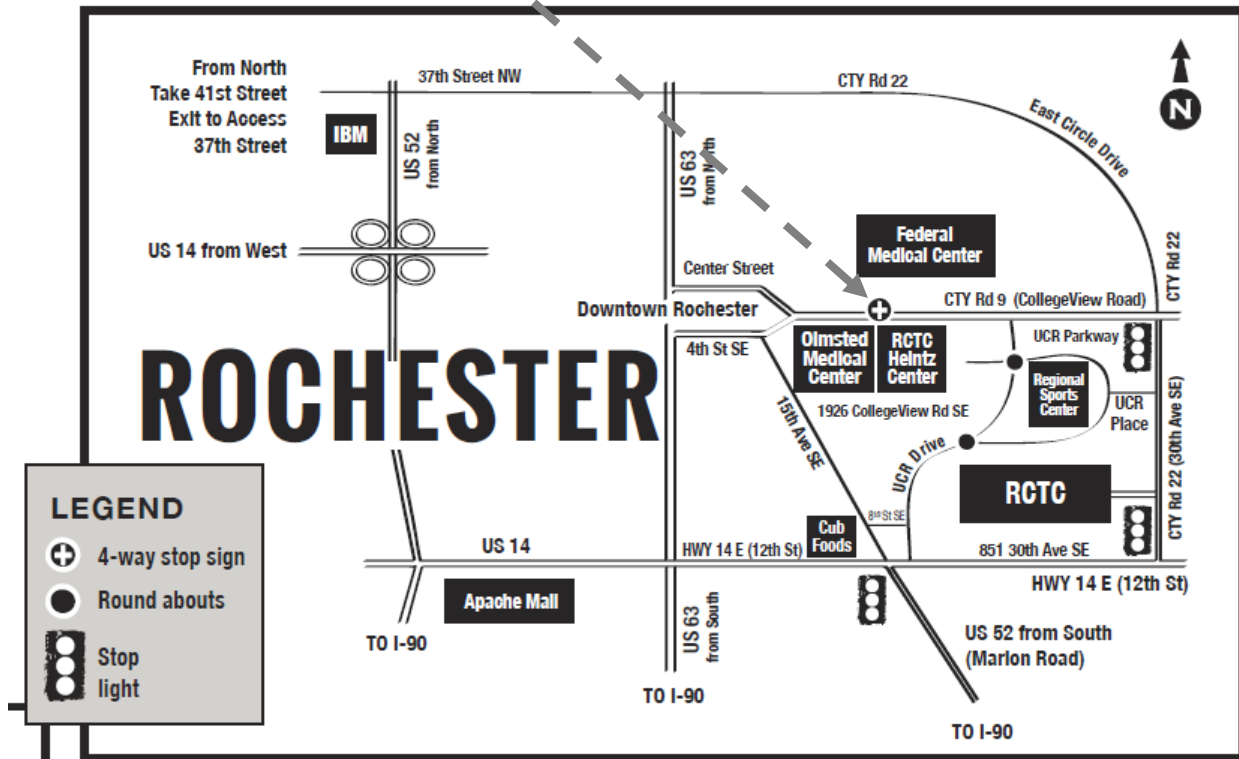
Testing is done year round. You can view scheduled test dates on our website at <https://rctcbwe.com/nato> then click on **Register Now** for any of the dates listed. Please note, you must pay at the time of registration

Come to the Heintz Center to complete and/or submit Minnesota Nursing Assistant/Home Health Aide Application for Competency Evaluation form.

Forms 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.

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

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 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.

Testing Policies

Failure to adhere to any of these guidelines may result in you not being able to test and loss of your 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 to the test day must be turned off and turned in to proctor at beginning of exam and are returned along with your test results.
- **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.

Required Items

You must bring/know/do the following on the test date:

- Wear appropriate clothing – see candidate handbook for more information
- Know your correct Social Security Number
- Two (2) #2 pencils with eraser
- 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)

Suggested Items (Optional)

- Watch with a second hand
- Sweater or wrap for temperature changes
- Snack/beverage(s)

Frequently Asked Questions

Can I register before I complete my training program?

Yes. However, RCTC does require a completed application form, signed by your instructor with your program completion date, to be brought in at least one week before the test date. Failure to bring that in by the deadline will result in loss of testing fee.

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 the BWE 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 507-280-3157 between 8:00 am – 4:00 pm, Monday – Friday , or email workforceeducation@rctc.edu.