Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
November 10, 2025

Tennessen Warning

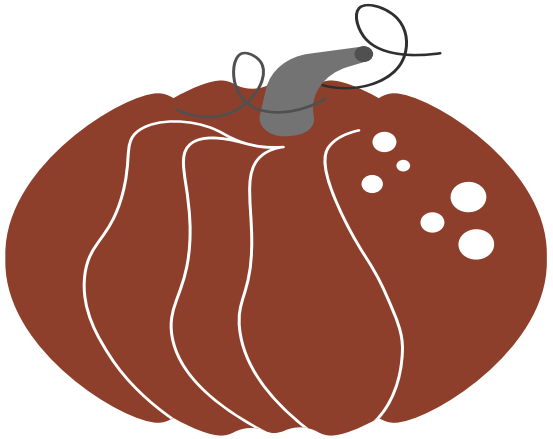
- **The Minnesota Department of Health is hosting this informational call to inform nurse aide training programs and testing sites of processes and updates.**
- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.
- **The informational call may be accessible to anyone** who has a business or legal right to access it. By participating, you are authorizing the data collected during this presentation to be maintained by MDH.
- **To opt out of the presentation, please exit now.**

Housekeeping

- Attendees are muted. During the Q&A portion, please raise your hand and we will unmute you.
- You can also submit comments or questions in the chat feature.
- As a reminder, please keep your cameras off to ensure adequate bandwidth.

Agenda

- Completing TMU student record
  - Instructor responsibilities
  - Candidate responsibilities
- Updated forms
  - NATCEP Resource
  - NATCEP Provisional application
- Curriculum application
- In-facility update
- Nurse aide renewals
- Quarterly test data
- Resources



Completed TMU Student Record

Instructor Responsibilities

Headmaster Home Page

D&S - Minnesota Nurse Aide

D&S Diversified Technologies LLP
Headmaster LLP

Minnesota Nurse Aide Testing Services

Innovative, quality technology solutions throughout the United States since 1985.

Headmaster is honored to be approved by the Minnesota Department of Health to offer Certified Nurse Aide Testing Services to the Minnesota Health Care Community.

We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!

Please see the most current Minnesota Candidate Handbook under the Candidates column below.

Candidates

TestMaster Universe (TMU©)
- MN State TMU© Login
- In-Facility TMU© Login
- Minnesota Candidate Handbook Updated March 26, 2025
- Practice Tests - Click Here - Then Look at the Left Column.
- MN State Challenge Test Sites
- Infacility Challenge Application
- Find a Test Site Near You. Asterisk * indicates the program is a Test Site
- Knowledge Exam Instructions
- Remotely Proctored Knowledge Exam Instructions
- Skill Test Instructions
- ADA Accomodation Form 1404MN: Fill online, attach diagnoses and SUBMIT

Requesting a Login for TMU©
- MN State Instructor Login Request
- In-Facility Instructor Login Request

You will need a reader to view and print some documents. You may download it here...
Get Acrobat Reader

Training Programs - Test Sites
- Minnesota Recording Form
- Minnesota Diet Card
- Minnesota Mock Skills Updated March 26, 2025

TEST SITE AGREEMENT APPLICATION
- Test Site Agreement Form (Referenced in the Test Site Agreement Application)

TEST SITE EQUIPMENT LIST
- Large Lab Waiver Submission Tips and Attachments
- Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.
- UNDERSTANDING THE PROGRAM REPORTS
- How to Create a Test Event (Regional & Closed)
- Knowledge Exam Subject Areas

Fluid Intake Cups
- FLUID INTAKE CUP ORDER FORM

Test Master Universe TMU© How To Guides
- Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©
- Instructor Guide: How To Enter Students in TMU©
- Instructor Guide: How to Complete Student Training in TMU©
- Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©

TEST ADMINISTRATION SERVICES ENTITY (TASE) | RN TEST OBSERVER

TASE-RN TEST OBSERVER APPLICATION

RN TEST OBSERVER/TEST SITE EQUIPMENT LIST
(Referenced in the TASE-RN Test Observer Application)
Print and keep a copy for your reference.

OTHER TASE-RN TEST OBSERVER FORMS
(Attachment A documents referenced in the TASE-RN Test Observer Application)

Test Administration Services Agreement Form
TASE FORM 1505MN-NA
(Referenced in the TASE-RN Test Observer Application)

Contacts

Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process.

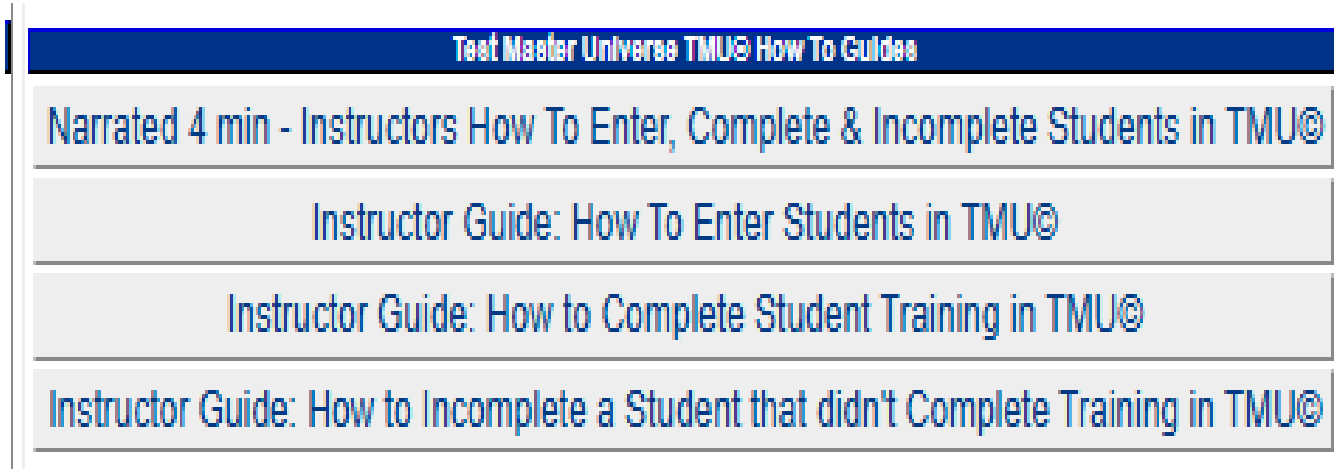
D&S Diversified Technologies - HEADMASTER
PO Box 6609
Helena, MT 59604
TMU (Software) Questions Toll Free Phone: 888-401-0462
Fax: 406-442-3357

MN Registry Questions Phone MDH: 651-215-8705

Testing Questions: Check with your selected Test Site

minnesota@hdmaster.com

How to Guides Available



Instructor Must Enter Candidate

- Enter candidate within 48 hours
- Complete the candidate as soon as possible
- If candidate not completed timely, they may end up scheduled as a challenge candidate in TMU
- If candidate fails the course, instructor must mark them as incomplete in TMU

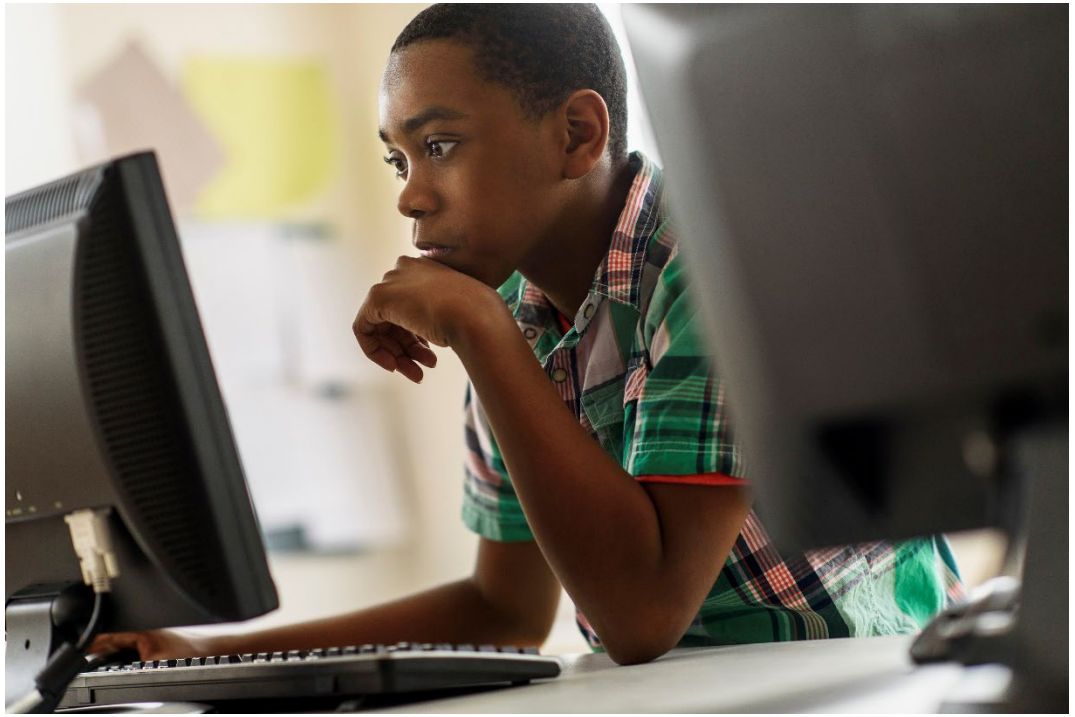
Entering Candidate

- Instructors may be affiliated with different training programs in TMU
- When instructors enter students, they must choose the correct training program in which they are training under
- Training program coordinators must routinely review list of students trained for accuracy of program code

Entering Candidate, cont

- Enter the Student's FIRST and LAST name as it appears on their government issued ID, cell phone number and personal e-mail address
- The cell phone number and email address are used to receive text notifications regarding testing and renewals
- Their email address is used to log into TMU
- Students must complete their TMU account **at least 48 hours** before testing to review demographic information and ensure accuracy

Candidate Responsibilities



Candidate Responsibilities, cont

- **<u>IMPORTANT</u>: At least 48 hours BEFORE candidates can test, they must sign in to their TMU© account using their secure Email or Username and Password and complete/review their demographic information.**
- When they receive the confirmation email from TMU© (check junk/spam mail) that the account has been created, sign in to their account, update password, and complete/review demographic information.

Candidate Responsibilities, cont 2

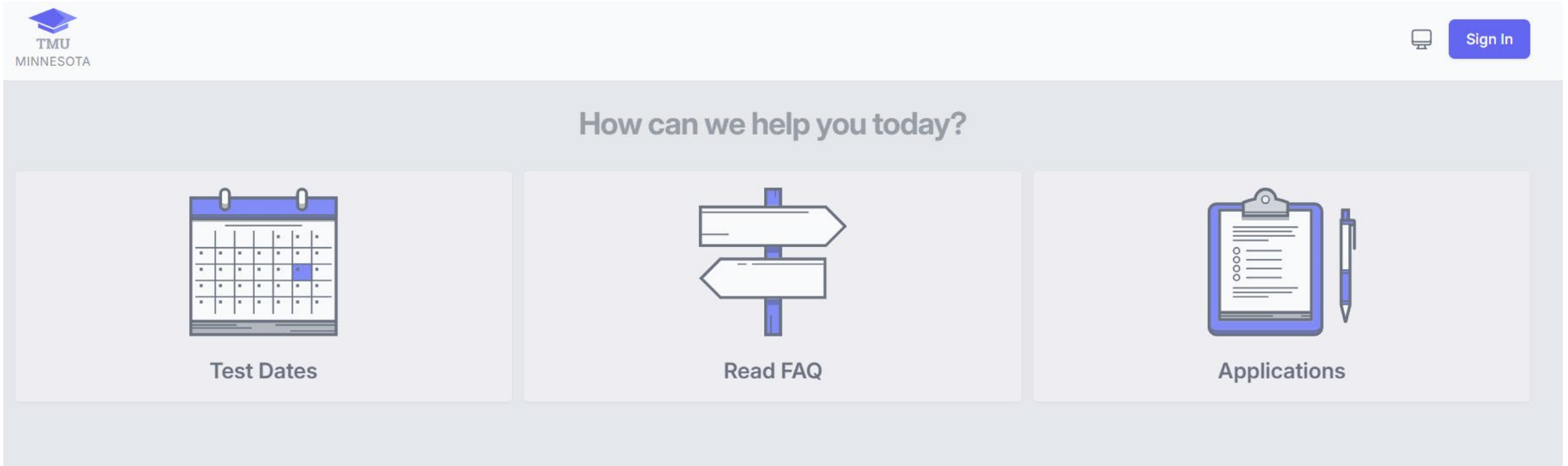
- If they attempt to complete their TMU© account and get an error message, they will need to send an encrypted email to minnesota@hdmaster.com **or** fax (406)442-3357 a copy of their social security card and a US-issued form of identification or driver's license.
- **REMINDER**: If they are sending personal information via email, please make sure the email is encrypted before sending it.
- **Note**: If they **do not** have a Social Security Number, they must contact D&SDT-Headmaster at (800)393-8664 **at least 48 hours before the test** for further direction.

Candidate Responsibilities, cont 3

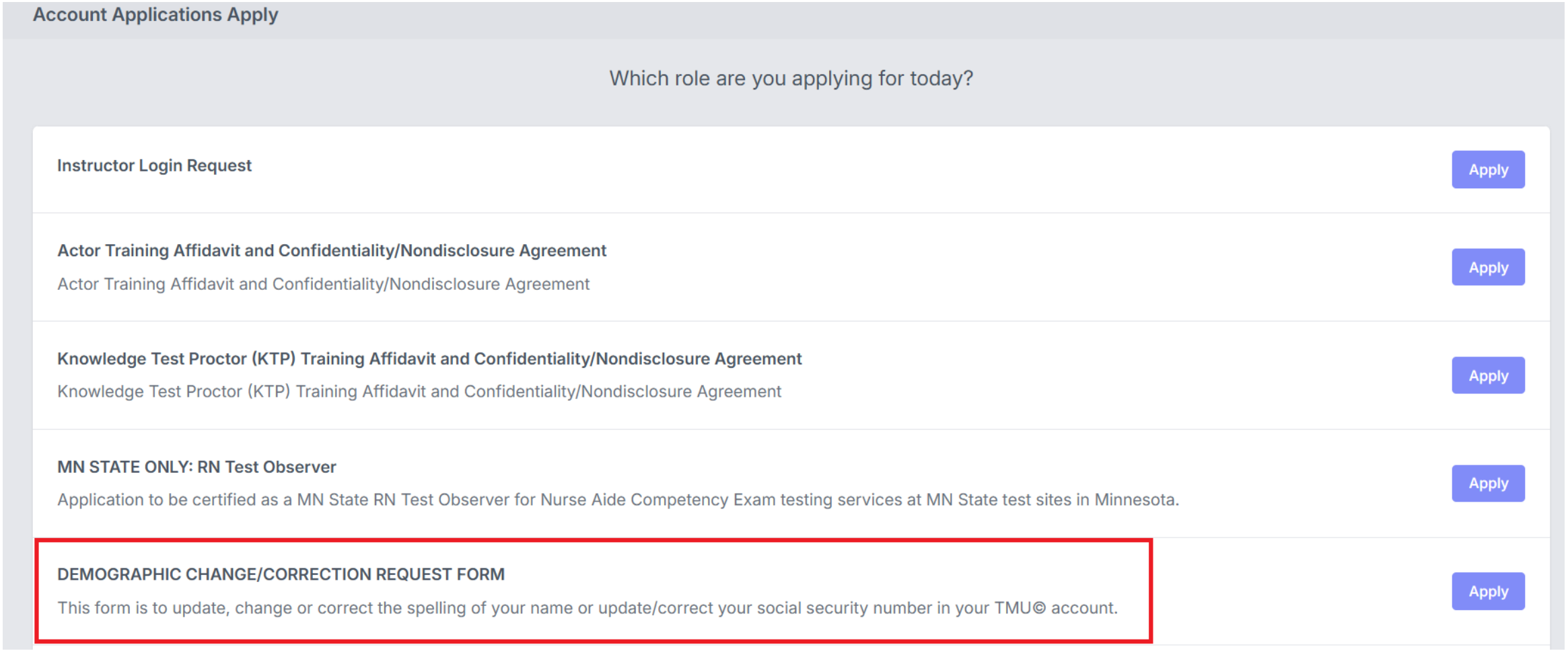
Candidates must schedule a test date **within 24 months** of training program completion. After 24 months, they must complete another MDH-approved training program in order to be eligible to schedule testing or choose to schedule as a test-out or challenge candidate.

Demographic Changes in TMU

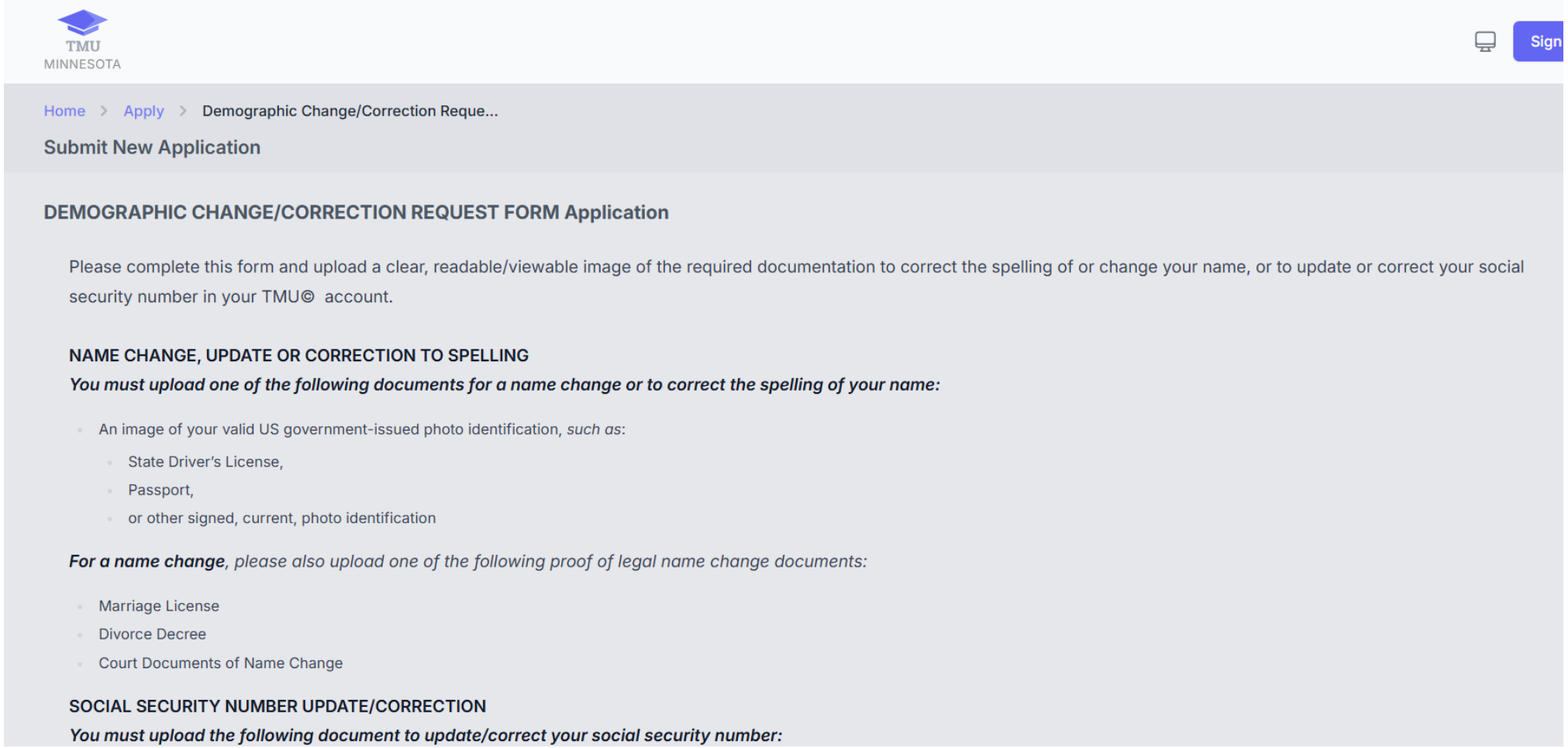
Instructors **are not** allowed to add fake social security numbers in the accounts. Must direct students to the demographic change application.



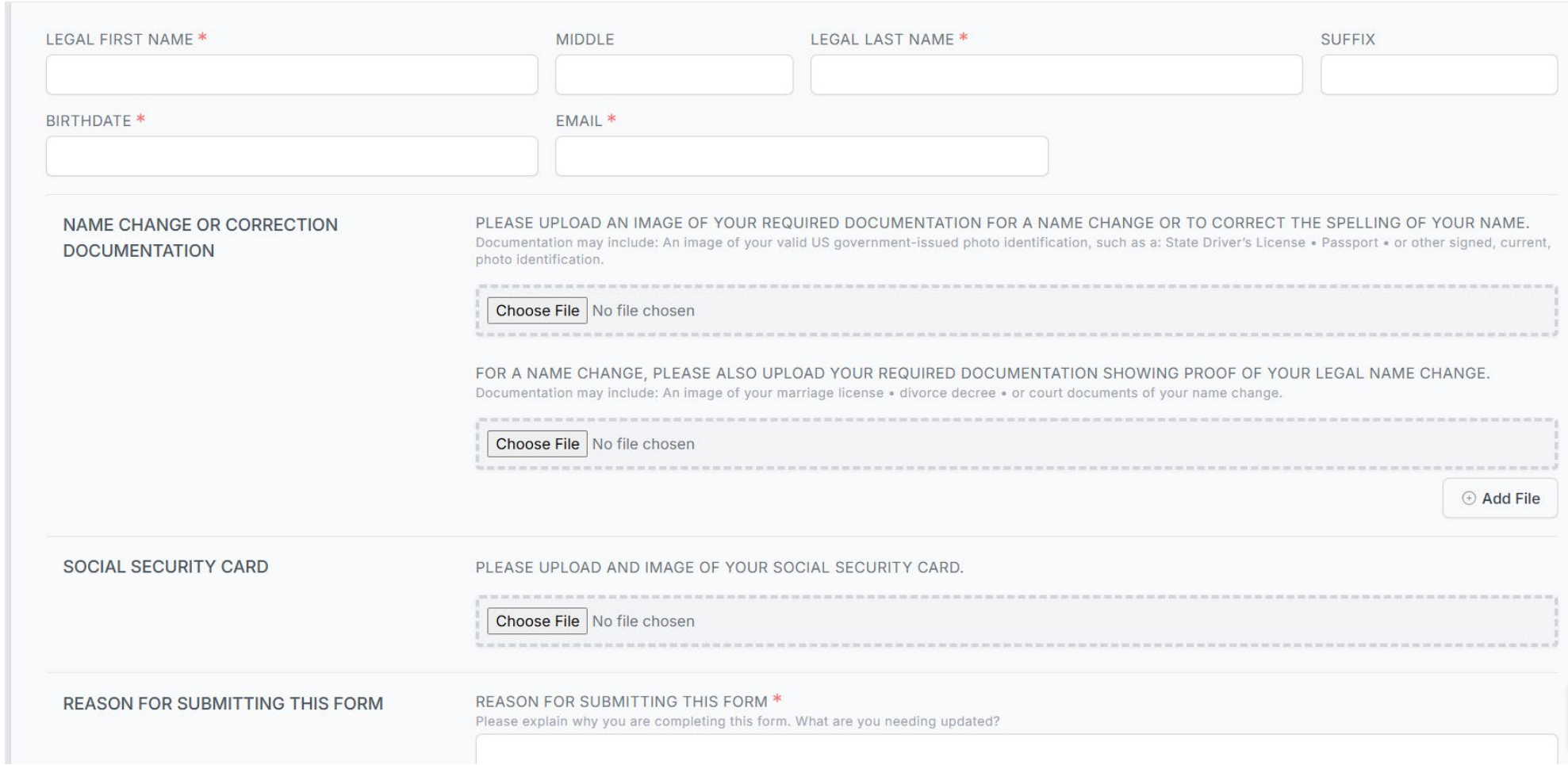
Request Form



Demographic Change/Correction Request Form



Complete and Upload Required Documents



Candidate Handbook

Minnesota Nursing Assistant Candidate Handbook

D&S Diversified Technologies LLP

Headmaster LLP

Minnesota Nurse Aide

Candidate Handbook

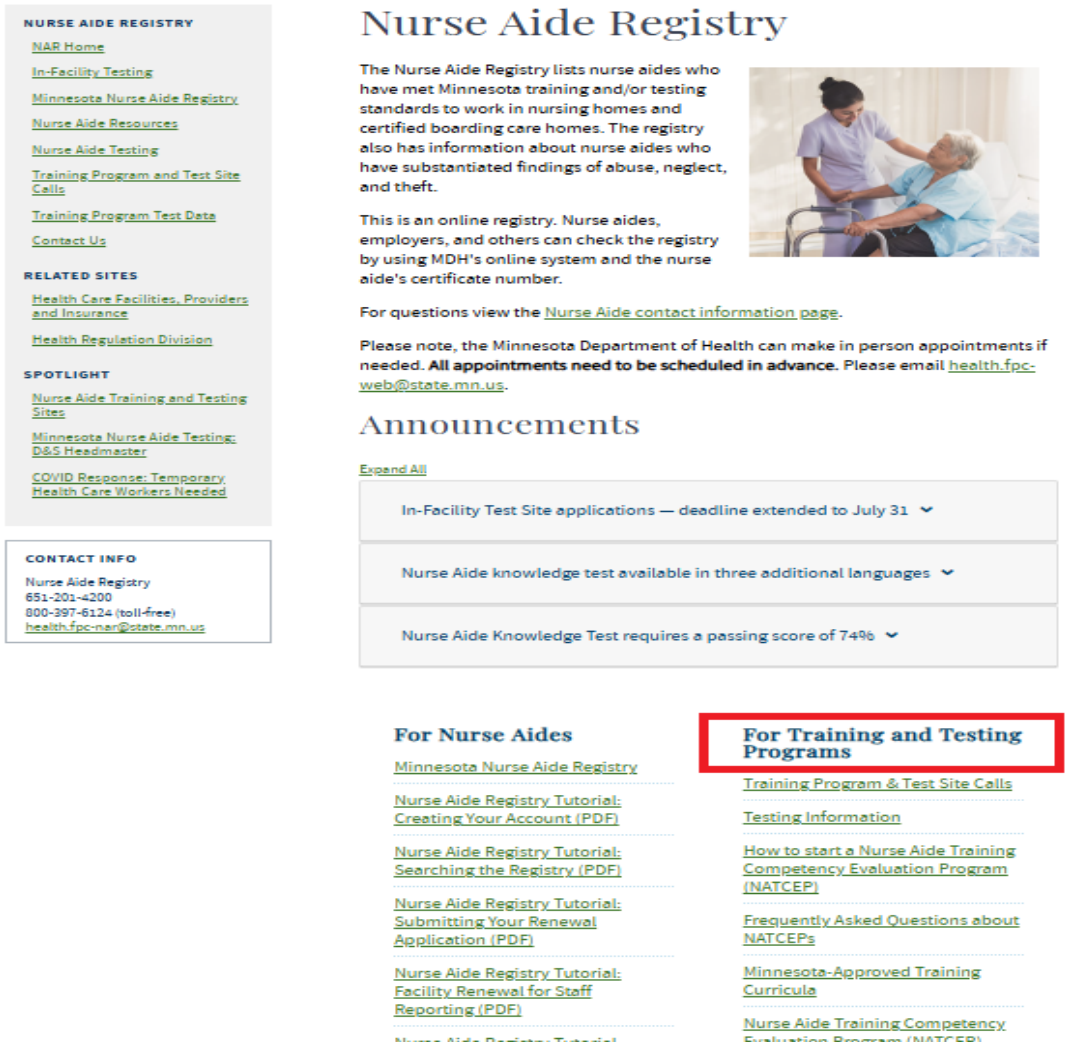
UPATED: March 26, 2025

Version 7

UPDATES MARCH 26, 2025

Updated Forms

MDH NAR Homepage



NURSE AIDE REGISTRY

NAR Home
In-Facility Testing
Minnesota Nurse Aide Registry
Nurse Aide Resources
Nurse Aide Testing
Training Program and Test Site Calls
Training Program Test Data
Contact Us

RELATED SITES

Health Care Facilities, Providers and Insurance
Health Regulation Division

SPOTLIGHT

Nurse Aide Training and Testing Sites
Minnesota Nurse Aide Testing: D&S Headmaster
COVID Response: Temporary Health Care Workers Needed

CONTACT INFO

Nurse Aide Registry
651-201-4200
800-397-6124 (toll-free)
health.fpc-nar@state.mn.us

Nurse Aide Registry

The Nurse Aide Registry lists nurse aides who have met Minnesota training and/or testing standards to work in nursing homes and certified boarding care homes. The registry also has information about nurse aides who have substantiated findings of abuse, neglect, and theft.

This is an online registry. Nurse aides, employers, and others can check the registry by using MDH's online system and the nurse aide's certificate number.

For questions view the Nurse Aide contact information page.

Please note, the Minnesota Department of Health can make in person appointments if needed. **All appointments need to be scheduled in advance.** Please email health.fpc-web@state.mn.us.

Announcements

Expand All

- In-Facility Test Site applications — deadline extended to July 31
- Nurse Aide knowledge test available in three additional languages
- Nurse Aide Knowledge Test requires a passing score of 74%

For Nurse Aides

Minnesota Nurse Aide Registry
Nurse Aide Registry Tutorial: Creating Your Account (PDF)
Nurse Aide Registry Tutorial: Searching the Registry (PDF)
Nurse Aide Registry Tutorial: Submitting Your Renewal Application (PDF)
Nurse Aide Registry Tutorial: Facility Renewal for Staff Reporting (PDF)

For Training and Testing Programs

Training Program & Test Site Calls
Testing Information
How to start a Nurse Aide Training Competency Evaluation Program (NATCEP)
Frequently Asked Questions about NATCEPs
Minnesota-Approved Training Curricula
Nurse Aide Training Competency

DEPARTMENT OF HEALTH

Link to Forms

NURSE AIDE REGISTRY

- NAR Home
- In-Facility Testing
- Minnesota Nurse Aide Registry
- Nurse Aide Resources
- Nurse Aide Testing
- Training Program and Test Site Calls
- Training Program Test Data
- Contact Us

RELATED SITES

- Health Care Facilities, Providers and Insurance
- Health Regulation Division

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Both Forms Located on Same Page

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- Minnesota Nurse Aide Testing: D&S Headmaster
- COVID Response: Temporary Health Care Workers Needed

NURSE AIDE REGISTRY

How to Start a Nurse Aide Training and Competency Evaluation Program (NATCEP)

1. Fill out the Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form (PDF).
2. An approved nurse aide training and competency evaluation program must be at least 75 clock-hours in length. Training includes 16 hours of supervised practical training with a live person in a laboratory or other setting and curriculum instruction/skills totaling 75 hours. Location of or method of curriculum instruction and supervised practical training should be identified in your application. A list of suggested equipment is available here: Nurse Aide Training Equipment (PDF)
3. Select a curriculum from the list of Minnesota-Approved Training Curricula.
4. Federal and state regulations and program requirements are included in the Federal Nurse Aide Training and Competency Evaluation Program Resource (PDF). Nurse aide training program applicants commit in initial application to read and implement Federal NATCEP requirements.
5. See Frequently Asked Questions about NATCEPs.
6. Qualifications for staff submitted with application for approval.
7. For information and questions, email: Health.nar.coord@state.mn.us

Provisional Application

Updated Provisional Application

Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form

Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form

All data submitted on this application shall be classified as public information once the approval is issued. Minnesota Statutes, section 13.04 (https://www.revisor.mn.gov/statutes/cite/13.04).

Curriculum Details

Curriculum

1. Identify the approved curriculum that the training program will be using: _____

   _____

2. How will the training be delivered? _____

   _____

3. Identify location for skills/lab training:

   _____

4. Identify location for supervised practical training:_____

5. Total Clock Hours: _____

6. Method of tracking hours (self-reporting is not acceptable):

   _____

Competency Evaluation Exam, Provisional Application

Competency Evaluation Exam

Candidates have four (4) attempts to pass the knowledge exam and three (3) attempts to pass the skills exam within 24 months of their training program completion date.

If candidates have **exhausted** knowledge **OR** skill attempts prior to the 24-month cycle ending, they **MUST** complete another MDH-approved training program **BEFORE** they are eligible to re-test.

If 24-month testing cycle has expired and candidate DID NOT exhaust all testing attempts in the 24-month testing cycle, the candidate can either:

1. Complete new training program OR
2. Test as a test out/challenge candidate

Candidates CANNOT use previous successful test results for the new testing cycle. When a new training program is completed, this will void all past training and testing attempts.

An audio exam is a substitute for the knowledge exam and administered electronically.

MDH contracts with Headmaster for knowledge and skills competency evaluation for placement on the Minnesota Nurse Aide Registry. The Nurse Aide Registry reviews administration of the competency evaluation for compliance with Headmaster procedures.

NATCEP Resource

Updated NATCEP Resource

Federal Nurse Aide Training and Competency Evaluation Program Resource

Competency Evaluation Exam

Competency Evaluation Exam

Competency evaluation (including knowledge and skills exam) must be completed and successfully passed by student within 24 months of completion of training program.

Minnesota does allow **individuals to challenge** the competency evaluation, meaning they have not completed a Minnesota approved training program. The 24 months is calculated from the first test date.

Candidates are eligible to challenge/test out and apply to take the competency evaluation if qualify under one of the following:

- Expired registry status OR
- If trained in another country OR
- If have not taken a nurse aide training program OR
- If have not worked as a nurse aide in the last 24 months.

Candidates have four (4) attempts to pass the knowledge exam and three (3) attempts to pass the skills exam either:

- within 24 months of your date of training program completion
- or from the first (skills or knowledge) test attempt as a challenge candidate

If candidates have **exhausted** knowledge **OR** skill attempts prior to the 24-month cycle ending, they **MUST** complete another MDH-approved training program **BEFORE** they are eligible to re-test.

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Competency Evaluation Exam, cont

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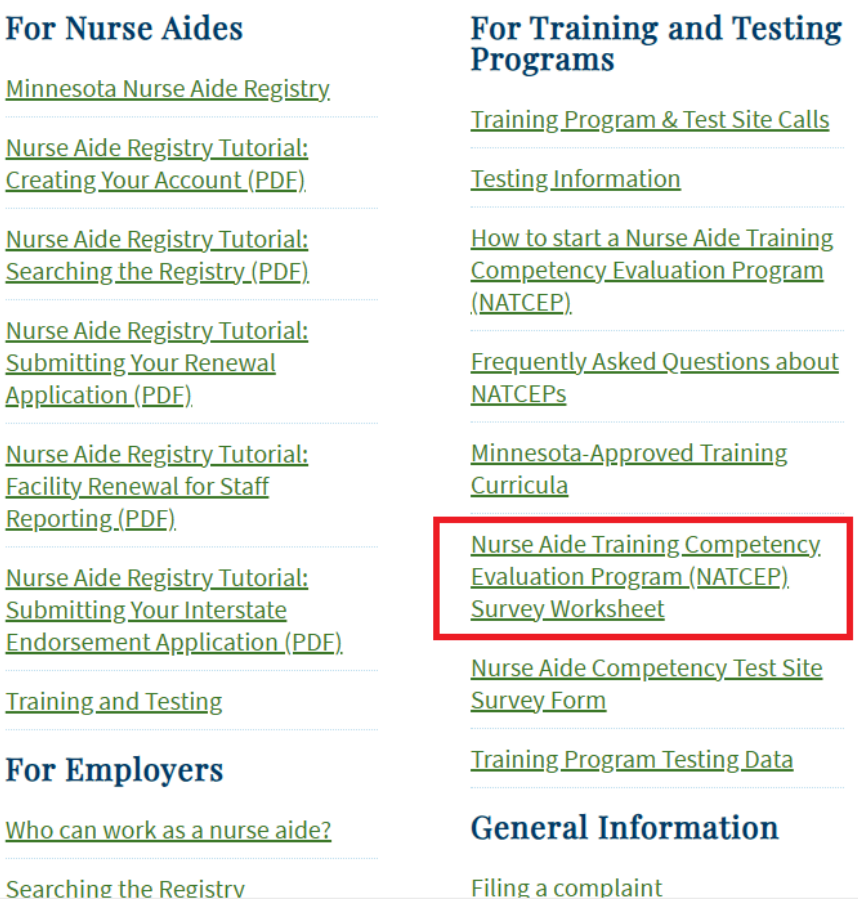
Survey Worksheet

Location of Survey Worksheet



For Nurse Aides

Minnesota Nurse Aide Registry

Nurse Aide Registry Tutorial: Creating Your Account (PDF)

Nurse Aide Registry Tutorial: Searching the Registry (PDF)

Nurse Aide Registry Tutorial: Submitting Your Renewal Application (PDF)

Nurse Aide Registry Tutorial: Facility Renewal for Staff Reporting (PDF)

Nurse Aide Registry Tutorial: Submitting Your Interstate Endorsement Application (PDF)

Training and Testing

For Employers

Who can work as a nurse aide?

Searching the Registry

For Training and Testing Programs

Training Program & Test Site Calls

Testing Information

How to start a Nurse Aide Training Competency Evaluation Program (NATCEP)

Frequently Asked Questions about NATCEPs

Minnesota-Approved Training Curricula

Nurse Aide Training Competency Evaluation Program (NATCEP) Survey Worksheet

Nurse Aide Competency Test Site Survey Form

Training Program Testing Data

General Information

Filing a complaint

DEPARTMENT OF HEALTH

Assist with Preparation for Survey

Nurse Aide Training and Competency Evaluation Program (NATCEP) Survey Worksheet

DEPARTMENT OF HEALTH

Nurse Aide Training and Competency Evaluation Program (NATCEP) Survey Form

Surveyors will reference the information on this form to ensure nurse aide training program sites meet requirements at 42 CFR 483.152 - Requirements for approval of a nurse aide training and competency evaluation program. (govregs.com)

Onsite Date: _____

Program Code: _____

Program Name: _____

Program Coordinator: _____

Phone: _____ Email: _____

Survey PREP:

Competency testing results of previous 12 months for skills and knowledge:

Declared Curriculum: _____ _____

Didactic Hours-if any or all hours completed online	Curriculum/Skill Instruction Hours	Supervised PracticalTraining Hours

Nurse Aide Curriculum Application

DEPARTMENT OF HEALTH

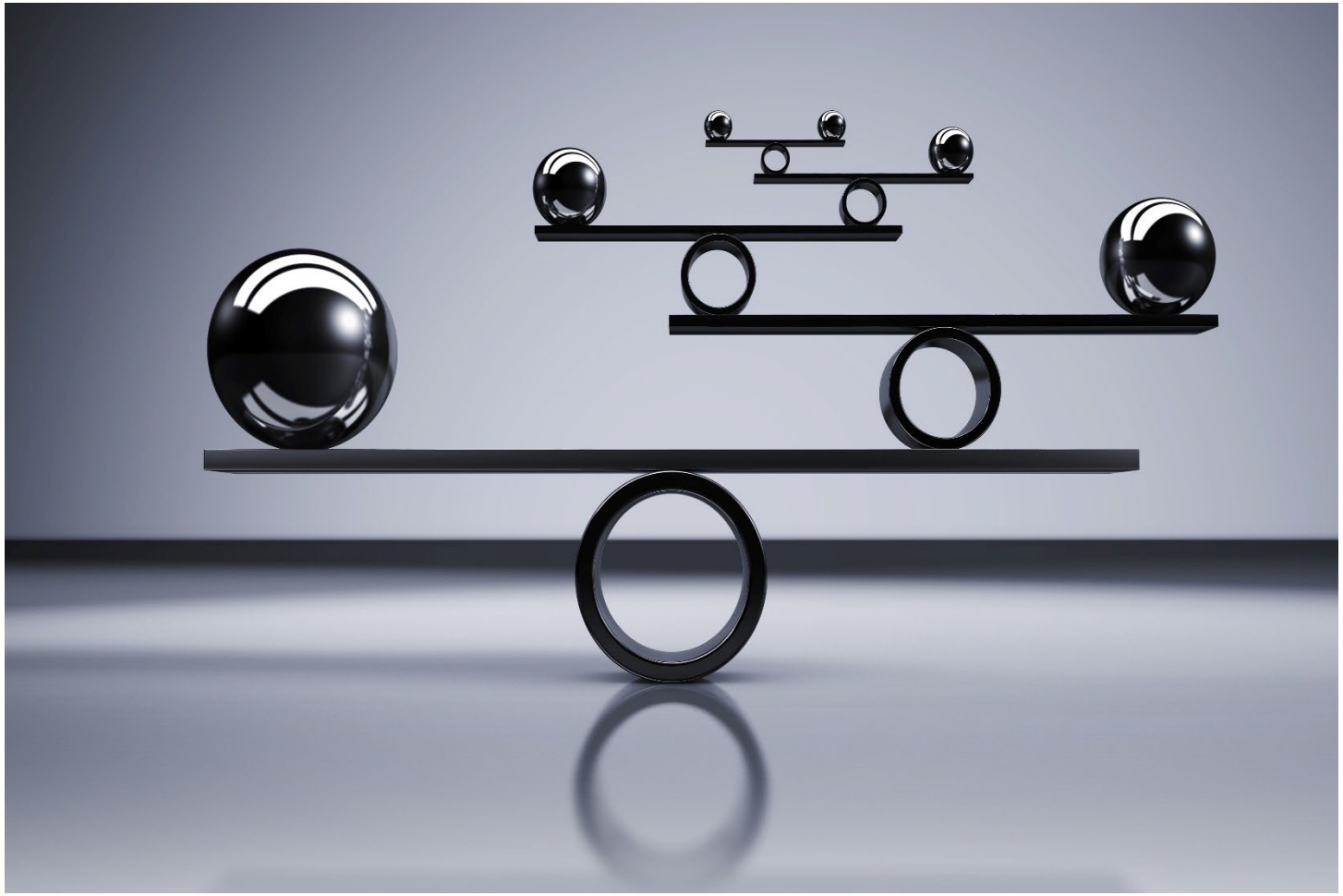
Nursing Assistant Curriculum Application Process and Form

Curriculum Application Instructions

1. Complete and submit the Curriculum Application Form.
2. Complete and submit the Curriculum Evaluation Form.
3. Submit a hard copy of the curriculum.
4. If the curriculum is an online curriculum, provide a login and password so the curriculum can be viewed.
5. Mail all materials to the address below.

All data submitted with this form shall be public once approved. Please email if you have

In- Facility Testing Update



Approved Test Sites

Application period closed on July 31, 2025.

Approval letters sent to 16 facilities the end of August 2025.

They are in the process of completing walk throughs and setting up for testing.

Stay tuned!

Nurse Aide Registry: Responsibilities and System Updates

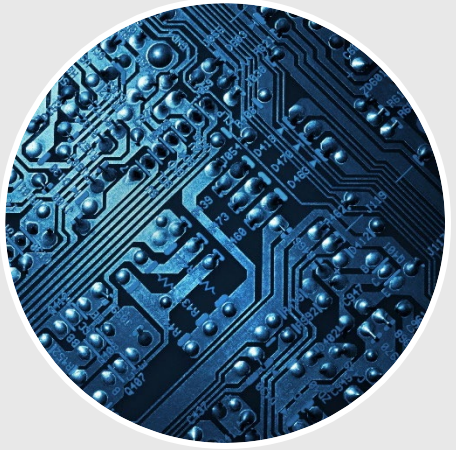
Kia | Federal Licensing, Certification and Registration Supervisor

Responsibilities, Best Practices and Updates

Renewal Responsibility

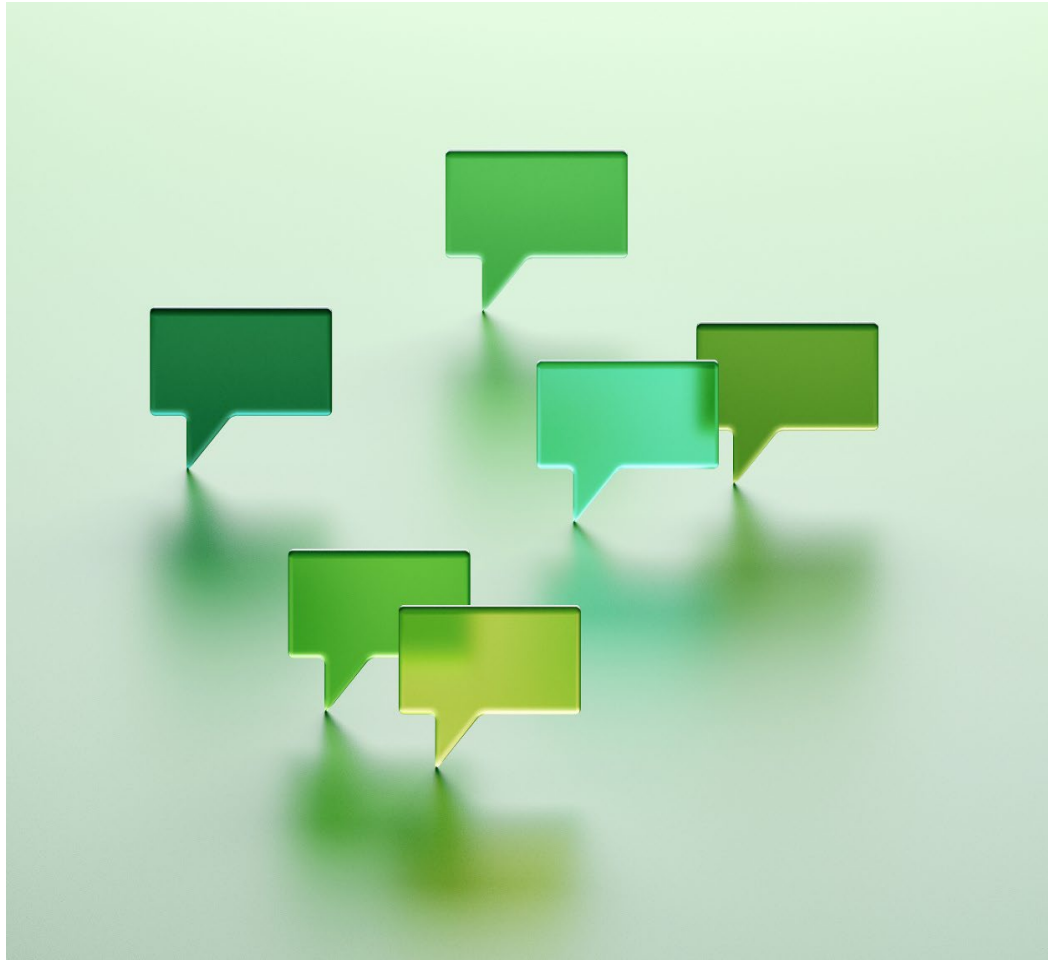
Facility Staff Reporting

Renewal Application Timeline



System Enhancements

Renewal Responsibility



- Nurse aides must maintain active certification
- Submit renewal online with required documents
  - Must work **8+ hours** in last 24 months of certificate expiration date
  - Duties must be nursing or nursing-related
- Facilities encouraged to track expiration dates to prevent lapses

Facility Staff Reporting

- Nursing homes and certified boarding care homes may submit staff reports online
  - Report daily, weekly, or monthly
  - Include each staff's **last working date**
  - Click "**Submit Facility Nursing Aide Staff Report**" to finalize
- Resources and tutorials available on the Nurse Aide Registry website

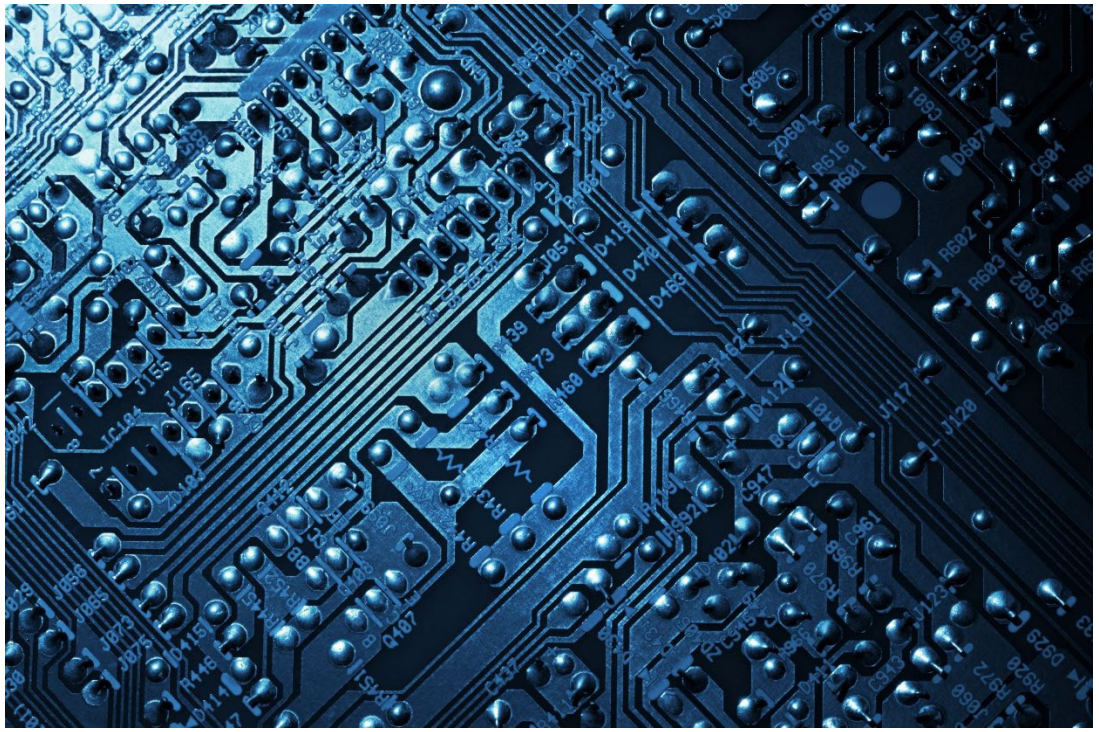
Facility Staff Reporting: Benefits and Reminders

- **Benefits**
  - Keeps nurse aides' certification active
  - Nurse aides don't need to renew separately
  - Supports ongoing staffing for facilities
  - Ensures continuous care for vulnerable adults
- **Reminders**
  - Lapsed certificates **cannot** be reported by facilities
  - Nurse aides with lapsed status must renew on their own

Renewal Application Timeline

- Submit up to **90 days before expiration of certificate**
- Processed in order received
- Allow **30 business days** for review
- Incomplete applications returned for correction

System Enhancements



- Administrators will soon be able to submit staff reports directly
- System will display **last working date** (not submission date)
- State seal logo on certificates will be updated to the **Loon**

Thank You!

Nurse Aide Registry Credentialing Team

Health.FPC-NAR@state.mn.us

651-201-4200, Monday to Friday: 8 AM to 4 PM

Quarterly Test Data

Quarterly Testing

Nurse Aide Registry - MN Dept. of Health

DEPARTMENT OF HEALTH

MENU

I am looking for...

Home › Health Care Facilities, Providers and In... › Provider Certifications, Licenses, Regis...

NURSE AIDE REGISTRY

- NAR Home
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- Minnesota Nurse Aide Registry
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SPOTLIGHT

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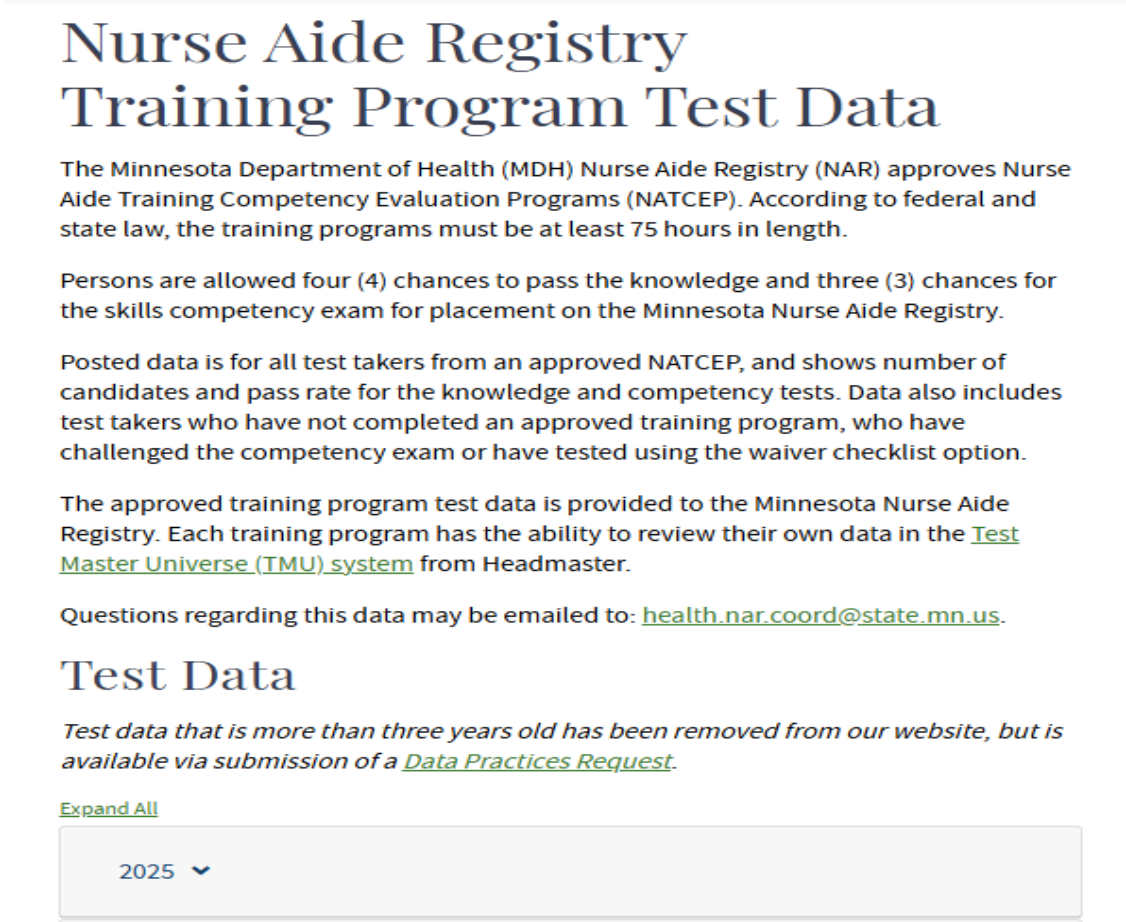
Announcements

Expand All

Jan. 7: Nurse Aide knowledge test to be available in three additional languages

Locating Data



Nurse Aide Registry Training Program Test Data

The Minnesota Department of Health (MDH) Nurse Aide Registry (NAR) approves Nurse Aide Training Competency Evaluation Programs (NATCEP). According to federal and state law, the training programs must be at least 75 hours in length.

Persons are allowed four (4) chances to pass the knowledge and three (3) chances for the skills competency exam for placement on the Minnesota Nurse Aide Registry.

Posted data is for all test takers from an approved NATCEP, and shows number of candidates and pass rate for the knowledge and competency tests. Data also includes test takers who have not completed an approved training program, who have challenged the competency exam or have tested using the waiver checklist option.

The approved training program test data is provided to the Minnesota Nurse Aide Registry. Each training program has the ability to review their own data in the Test Master Universe (TMU) system from Headmaster.

Questions regarding this data may be emailed to: health.nar.coord@state.mn.us.

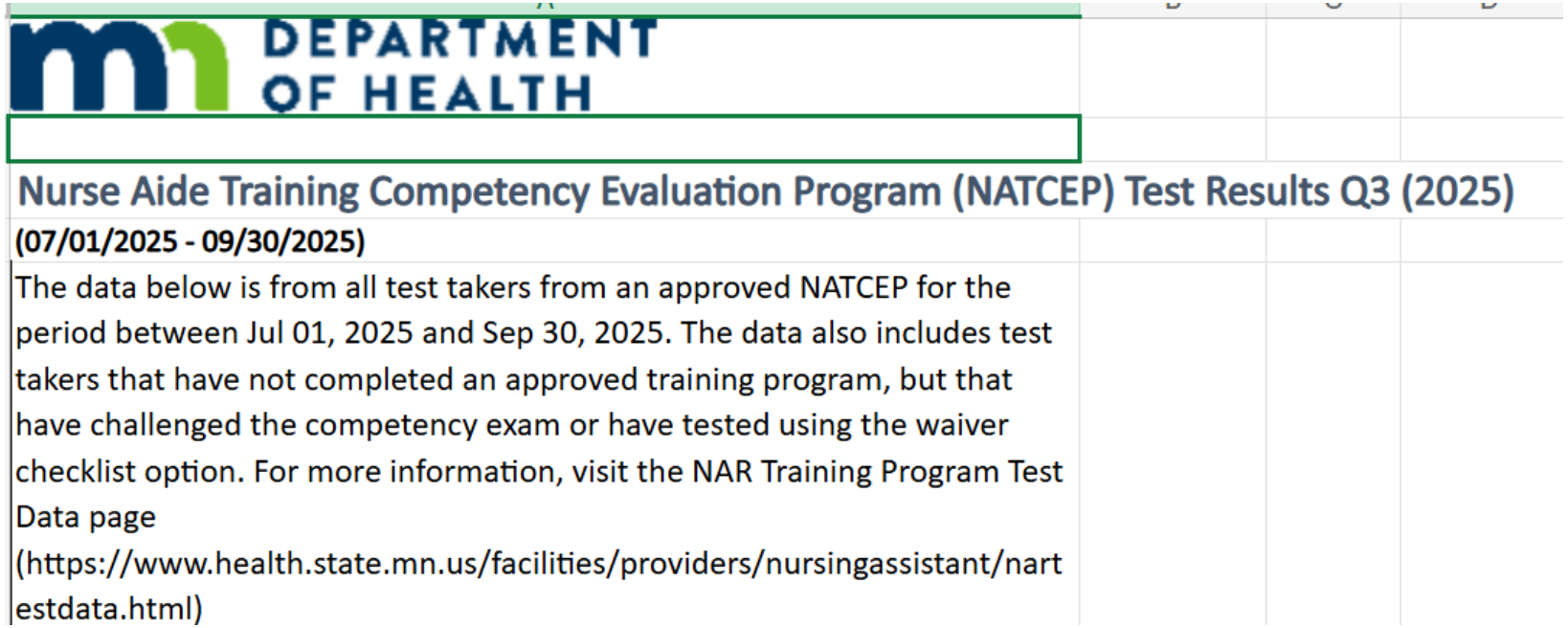
Test Data

Test data that is more than three years old has been removed from our website, but is available via submission of a Data Practices Request.

Expand All

2025

NATCEP Quarter Three Test Results



DEPARTMENT OF HEALTH

Nurse Aide Training Competency Evaluation Program (NATCEP) Test Results Q3 (2025)

(07/01/2025 - 09/30/2025)

The data below is from all test takers from an approved NATCEP for the period between Jul 01, 2025 and Sep 30, 2025. The data also includes test takers that have not completed an approved training program, but that have challenged the competency exam or have tested using the waiver checklist option. For more information, visit the NAR Training Program Test Data page (https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html)

Resources

Helpful Links

Nurse Aide Registry - MN Dept. of Health

Federal Nurse Aide Training and Competency Evaluation Program (NATCEP) Resource

Nurse Aide Training and Competency Evaluation Program (NATCEP) Survey Worksheet

Nurse Aide Registry: Frequently Asked Questions about NATCEPs - MN Dept. of Health

D&S - Minnesota Nurse Aide

Summary

- ✓Completing TMU student record
  - ✓Instructor responsibilities
  - ✓Candidate responsibilities
- ✓Updated forms
  - ✓NATCEP Resource
  - ✓NATCEP Provisional application
  - ✓Curriculum application
- ✓ In-facility update
- ✓Nurse aide renewals
- ✓ Quarterly test data
- ✓Resources

Questions?

Future Calls

Check the NAR Calls website for call details and GovDelivery.

Program Contact Information

Training Program Questions:

Health.NAR.coord@state.mn.us

Nursing Assistant Registry Questions:

Health.FPC-NAR@state.mn.us

NAR Home Page:

https://www.health.state.mn.us/nar

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