



Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
February 12, 2024

Tennessees 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. MDH will be posting this on YouTube with a nonpublic link. The posting will be available for 90 days.
- **To opt out of the presentation, please exit now.**



- 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.

- Knowledge exam
 - Time frame
- Skills update
 - Modified bed bath-face and one arm, hand and underarm
 - Candidate handbook/mock skill update
- Questions from January call
- Survey findings
 - Supervised Practical Training (SPT) documentation
 - Tuberculosis (TB) testing for SPT
 - Curriculum completion hours documentation

Agenda, continued

- Test site map
- Quarterly testing data (skills and knowledge)
- NAR Modernization
 - Search for nurse aide
 - Update registry status
 - Printing of nurse aide certificate
 - Adding new provider users
- MN State Curriculum Transfer
 - 1/22/24: Minnesota State Nurse Aide Curriculum information session recording available
- Resources

Knowledge Exam





Two-hour completion time continues for nurse aide candidates to complete Knowledge Test

Nurse Aide Knowledge Test remains at two hours

MDH is committed to maintaining a high standard for nurse aide training and competency, while also ensuring that candidates with diverse backgrounds and learning styles are supported as they work towards becoming certified nurse aides.

Knowledge Exam to Remain Two Hours

- October 2022, MDH increased time allowed to complete the **Nurse Aide Knowledge Test** to two hours
- October 2023, MDH reviewed the data/conversations with partners and MDH leadership
- Plan to continue with the **two-hour timeframe** to ensure all candidates can be successful
- Training programs or test sites:
 - Ensure reference materials used by candidates or proctors reflect the two-hour completion time
 - If accommodation for a disability or limitation is needed, please refer to [MN Nursing Assistant Candidate Handbook](#).



Modified Bed Bath Skill- Previously

MODIFIED BED BATH –FACE AND ONE ARM, HAND AND UNDERARM

Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	
Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)	
Provide for privacy.	
Raise bed height.	
Cover the resident with a bath blanket.	
Remove the remaining top covers to the bottom of the bed or place them aside.	
Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.	
Fill a basin with comfortably warm water.	
Put on gloves BEFORE washing the resident.	
Beginning with eyes, wash the resident's eyes WITHOUT SOAP using a clean portion of the washcloth for each stroke, washing the inner aspect to the outer aspect.	
Wash face WITHOUT SOAP.	
Pats dry face.	
Place a towel under the resident's arm, exposing one arm.	
Wash the resident's arm with soap.	

Modified Bed Bath Skill-Revised

Updated in MN Candidate Handbook, Version 6, effective 12/11/23

8. Fill basin with comfortably warm water.
9. Put on gloves BEFORE washing resident.
10. Beginning with the eyes, wash resident's eyes WITHOUT SOAP.
 - a. **Wash from inner aspect to outer aspect of each eye.**
 - b. **Use a clean portion of the washcloth for each stroke.**
11. Wash face WITHOUT SOAP.
12. Pats dry face.
13. Place towel under arm, exposing one arm.
14. Wash arm with soap.

MODIFIED BED BATH –FACE AND ONE ARM, HAND AND UNDERARM

Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	
Explain the procedure to the resident. (Speak clearly and directly, maintaining face-to-face contact whenever possible.)	
Provide for privacy.	
Raise bed height.	
Cover the resident with a bath blanket.	
Remove the remaining top covers to the bottom of the bed or place them aside.	
Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.	
Fill a basin with comfortably warm water.	
Put on gloves BEFORE washing the resident.	
Beginning with the eyes, wash the resident's eyes WITHOUT SOAP. a. Wash from inner aspect to outer aspect of each eye. b. Use a clean portion of the washcloth for each stroke.	
Wash face WITHOUT SOAP.	

Location of Updated Materials



D&S - Minnesota Nurse Aide (hdmaster.com)



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!

Update to the MN Nurse Aide Candidate Handbook, Effective December 11, 2023:

Candidates	Training Programs - Test Sites	Test Observers	Contacts
TestMaster Universe (TMU©) MN State Login TMU© In-Facility TMU© Login Minnesota Candidate Handbook Version 5.1 Update Minnesota Candidate Handbook Effective December 11, 2023 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 Text Version of the Knowledge Test Instructions Text Version of the VIRTUAL Knowledge Test Instructions	Minnesota Recording Form Minnesota Mock Skills Minnesota Mock Skills Without Edits Effective 12-11-2023 Minnesota Mock Skills 12-11-23 Test Site Agreement Form 1502MN: Fill online and SUBMIT Test Site Equipment List Form 1503MN: Fill online and SUBMIT Large Lab Waiver Submission Tips and Attachments Test Site Instructions How To Change Number of Seats and Reschedule a Candidate. UNDERSTANDING THE PROGRAM REPORTS Please see the Fluid Intake Cup order form on our main page under Nurse Aide. Test Master Universe TMU© How To Guides	All Test Observer Independent Contractor Forms for HEADMASTER MN RN Testors RN Observer Equipment List and Affidavit Form 1503MN (Print and keep a copy for your records.)	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

Questions from January Call



Q: Can you tell us why the feeding skill is on hold?

A: There are some internal processes MDH needs to review. Please continue to train candidates for food and fluid intake/consumption.



We also received some questions regarding the new registry process. We will address that later in the call with updates on the process.

Survey Findings



Supervised Practical Training (SPT) Documentation

- Documentation of SPT hours
 - Programs that complete SPT in the lab, found to combine lab and SPT hours together
 - Be mindful about the separation of lab practice and SPT
 - SPT documentation must identify location, dates and hours completed
 - SPT must be at least 16 hours

Tuberculosis (TB) Testing for SPT

- Prior to direct resident contact, programs must complete tuberculosis screening and testing [Regulations for TB Control in Minnesota Health Care Settings - MN Dept. of Health \(state.mn.us\)](#)
- TB screening process includes:
 - Baseline individual [TB risk assessment](#),
 - [TB symptom](#) evaluation
 - [TB test](#) (e.g., TB blood test or a TB skin test)
 - Additional evaluation for TB disease as needed
- Not required if completing SPT in the lab setting

Documentation of Curriculum Completion

- 75 clock hour minimum required
- Minimum of 16 hours for SPT
- TP's have the option to increase SPT hours within the required 75 hour minimum



Skills Exam Reminders



Candidate Exit Survey

Reminder to test sites and training programs to encourage candidates to complete the exit survey in their TMU account when they receive their test results



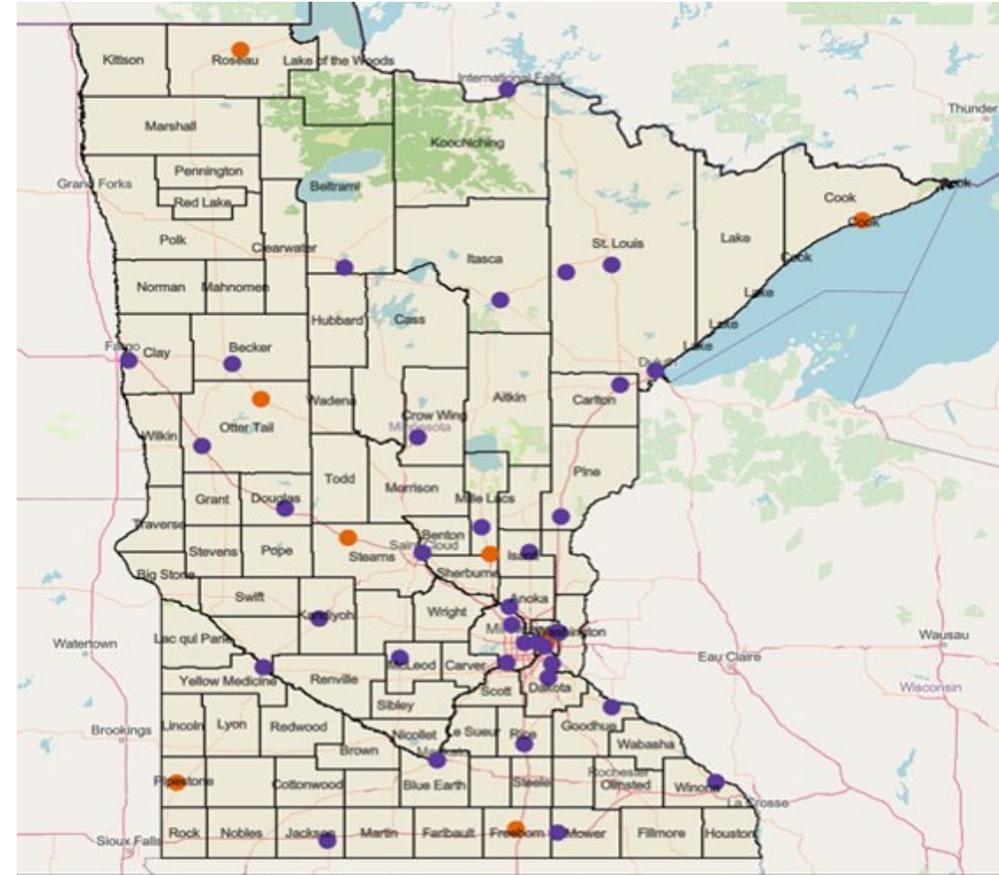
Locating Test Sites in Minnesota



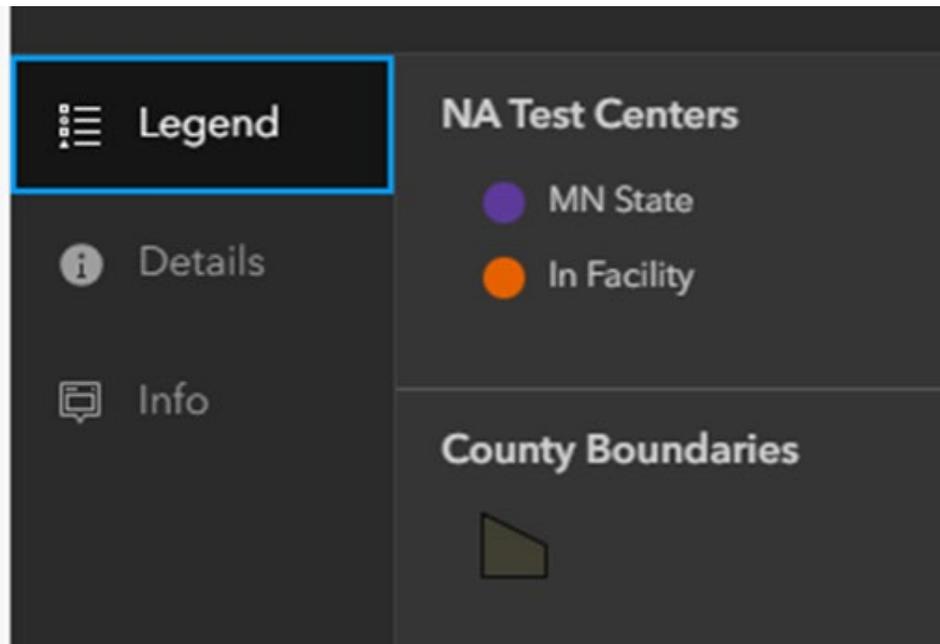
Test Site Map

MN NAR Website

- MN State and In Facility Test Sites
 - Pin colors
- Include Satellite locations
- Find location feature
- Contact information- Test Site
 - Email address
 - Phone number



Test Site Map



The map provides the location of Nurse Aide (NA) test centers across the state. Only physical testing centers are mapped. There are two types of facilities within the testing center:

1. **MN State** (Red): Test Sites operated by MN State Colleges and Universities
2. **In Facility** (Blue): Test Site located in a Nursing Home (NH), Assisted Living or NH Corporation that provides testing for Federal Certified Nursing Homes.

The data has been obtained from the MDH database and is updated on a monthly basis (second week). For any further information regarding NA testing please visit.

<https://www.health.state.mn.us/facilities/provid>

Test Site Map

**NA Test Center: ANOKA TECH COLLEGE
CAMBRIDGE SATELLTE TEST SITE**

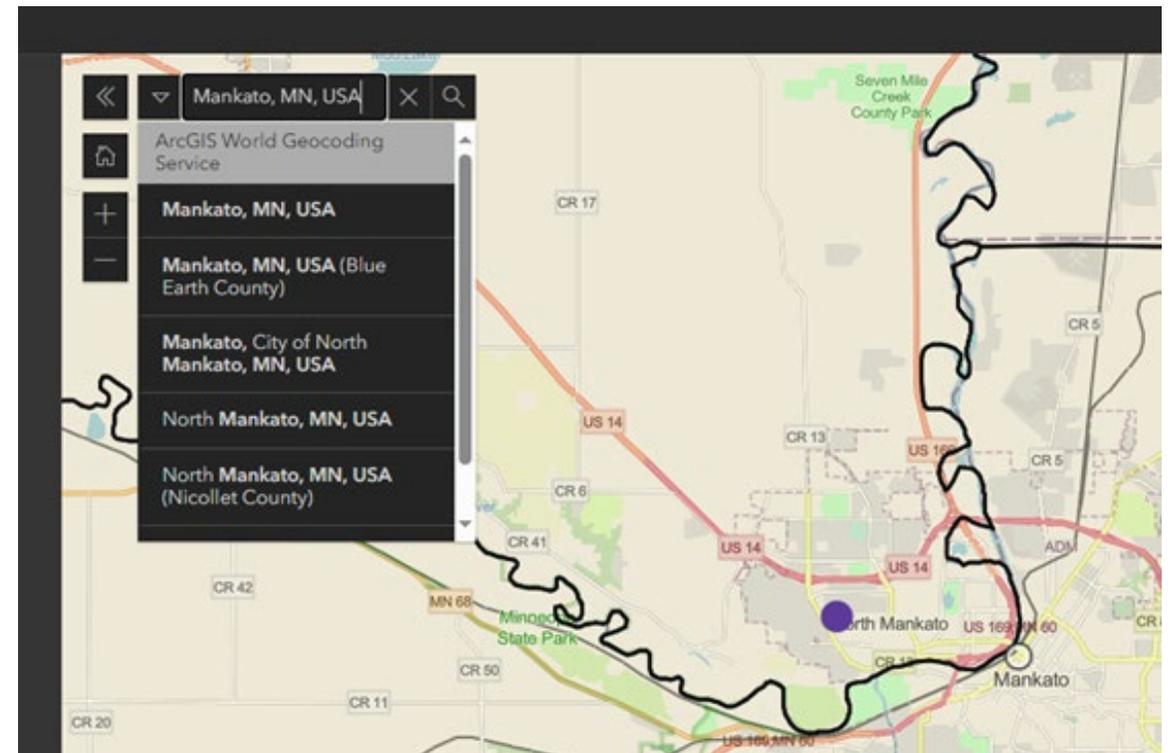
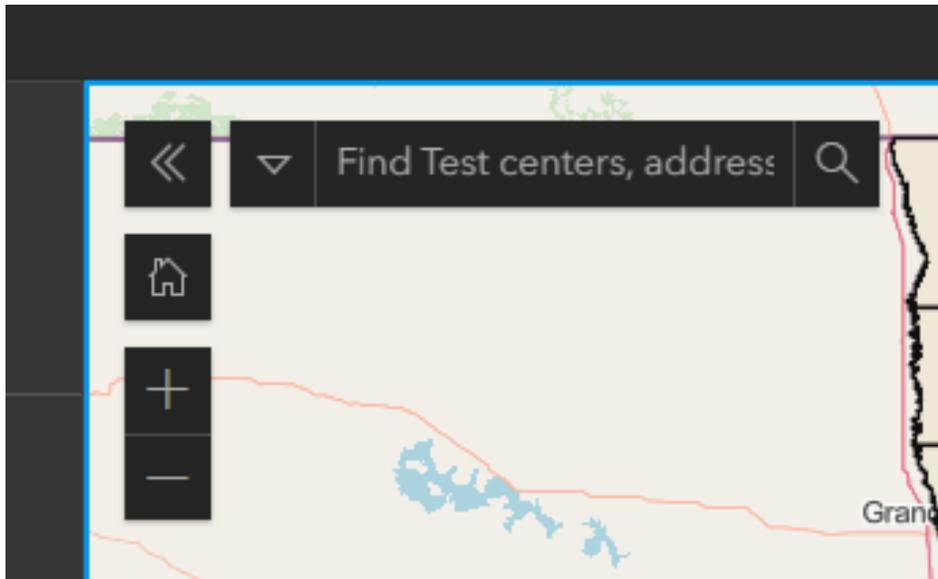
Test Center Name	ANOKA TECH COLLEGE CAMBRIDGE SATELLTE TEST SITE
Address	1601 RIVERHILLS PARKWAY NW
City	CAMBRIDGE
ZIP Code	55008
Contact Phone Number	7634331200
Contact Email	PWT- ARCC@ANOKARAMSEY.ED U
Facility Type	MN State

Zoom

Map showing Minnesota counties and test sites. The Anoka Tech College Cambridge Satellite Test Site is highlighted in orange in Roseau County. Other test sites are marked with purple dots in various counties including Grand Forks, Polk, Norman, Mahnomon, Hubbard, Cass, Itasca, Aitkin, Crow Wing, Minnesota, Todd, Morrison, Mile Lacs, Benton, Stearns, and Sherburne.

Test Site Map

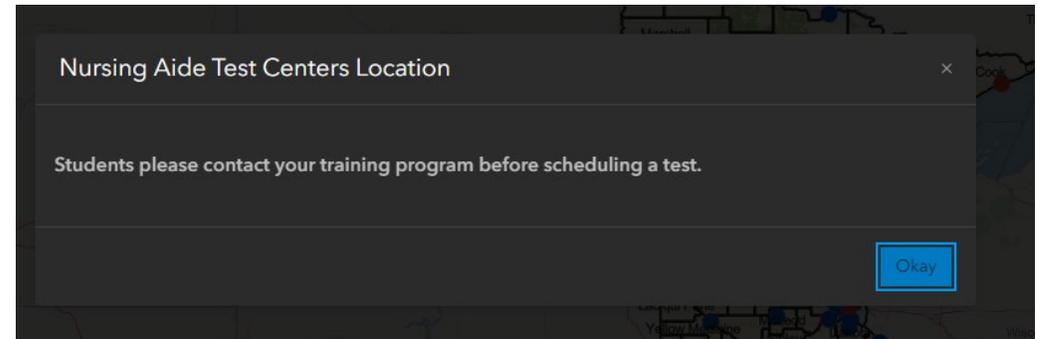
- Place address or city



■ Feedback

- Adding a message-
 - NA to check with training program BEFORE scheduling a test
- Unable add currently:
 - Website links
 - Type of testing offered:
 - Virtual knowledge
 - In person knowledge
 - Skills

- **Message**
 - Directing students
 - Contact training program before scheduling a test
 - Must click, ok before opening test location map



Fourth Quarter and Year End 2023 Test Data

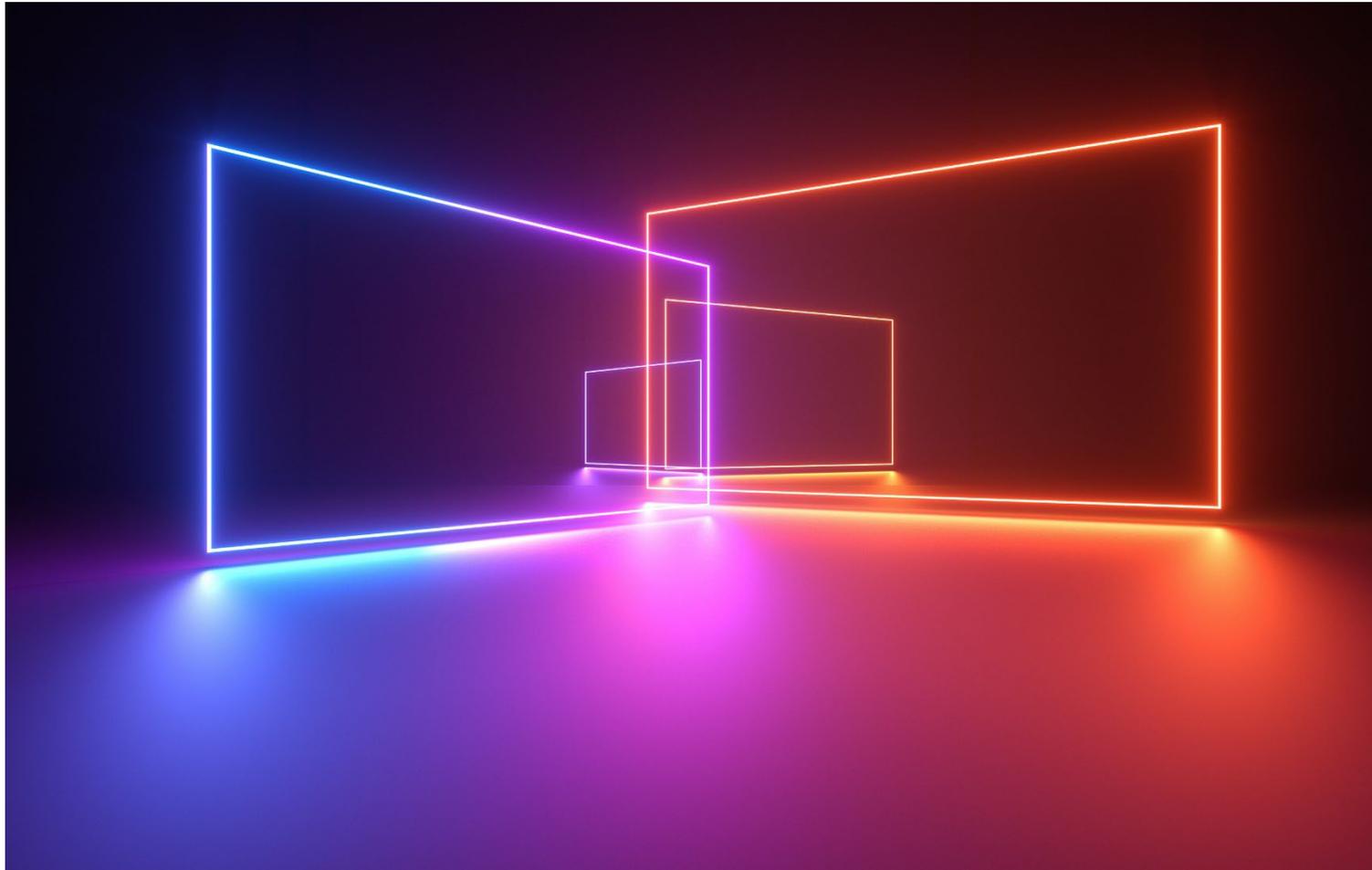


Training Program Test Data



- Fourth quarter and 2023 year end test data available
- [Training Program Test Data - MN Dept. of Health \(state.mn.us\)](#)

NAR Modernization





New and Improved Nurse Aide Registry

Kia | Federal Licensing, Certification and Registration (LCR) Supervisor

Nurse Aide Registry system!

- As of early January 2024, the Minnesota Nurse Aide Registry is now a 100% digital thanks to a new, safe, and mobile-optimized system.
- Active nurse aides will be able to:
 - Update their contact information
 - Update their employer information
 - Renew their certificate
 - View employment and testing history, and
 - Print their certificate

What does this mean?

MINNESOTA NURSE AIDE REGISTRY

Sign in to your account

Email

Password

[Forgot Password?](#)

[Sign In](#)

New user? [Register](#)

- Active nurse aides must register to create an account to access their information and perform tasks, such as submitting their renewals.
- Nursing and Certified Boarding Care Home facilities must register an account to update staff reports real-time.
- Nurse aides endorsing from another state must create an account, upload supporting documents and submit their application online.
- To begin, select “Register” at the bottom of the login screen.

MINNESOTA NURSE AIDE REGISTRY

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

1. Enter first name and last name
 - For nursing home facilities, the Administrator/Authorized Agent must register using work email (not a personal email).
2. Enter email to be used for login into the registry.
3. Enter and confirm your password.
4. Select “Register”.

Select the Type of Registration

The screenshot shows the Minnesota Department of Health website's registration interface. At the top left is the logo with the letter 'm' and 'DEPARTMENT OF HEALTH'. To the right are navigation links: 'Dashboard', 'Search Certificate', 'Frequently Asked Questions', 'Correct Name, SSN, or DOB', and 'Log out'. Below the navigation is a large heading 'Register'. Underneath, the text 'I am seeking to register as a(n) :' is followed by three dark blue buttons: 'Certified Nurse Aide', 'Interstate Endorsement Candidate', and 'Provider'. A horizontal line separates this from a paragraph of text explaining that if a CNA's name or SSN is incorrect, they need supporting documentation, or if their name has changed, they should use the 'Update Name' link in 'My Information'. At the bottom left of this section is a grey button labeled 'Correct Name, SSN, or DOB'.

- Select the appropriate category (Provider) to access the registry.

Registration of Provider Account

Register Provider Account

This page is for registering provider administrator accounts, limit 1 per facility.
To register a provider user account (e.g. for HR staff to do Semi-Annuals), please contact your facility administrator.

Please enter the following information.

Information

HFID REQUIRED

Search

Confirm facility:

HFID

██████

Name

████████████████████

Provider Type

SNFNF

Street Address

████████████████████

City

██████████

State

MN

Zip Code

██████

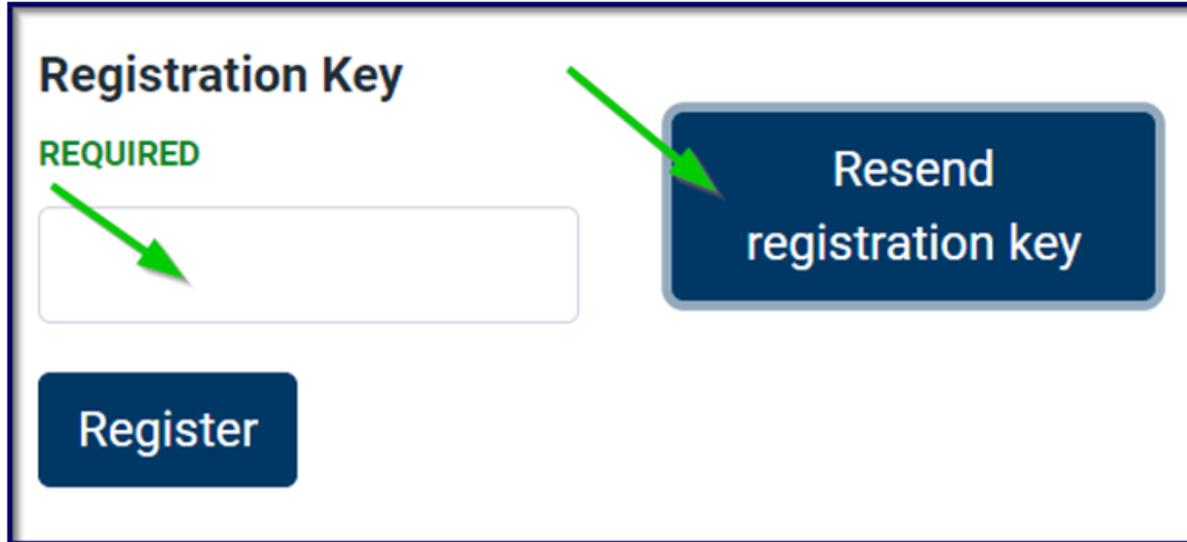
Yes

No

- Enter and search for your facility's Health Facility Identification (HFID) number

- Select "Yes" to confirm the facility

Registration Key



Registration Key

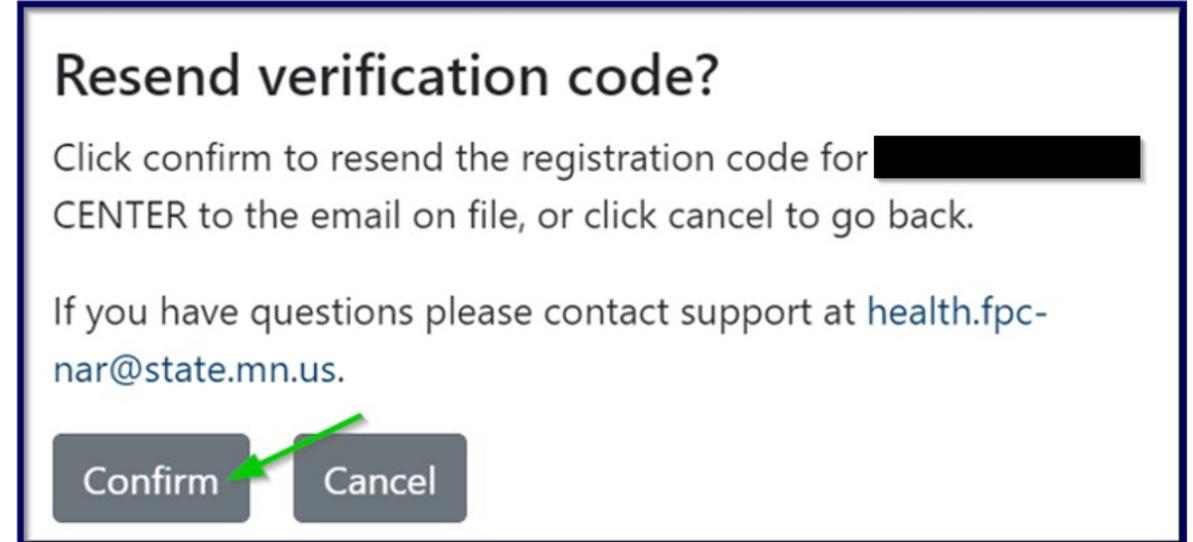
REQUIRED

Resend registration key

Register

A screenshot of a registration form. At the top left, the text 'Registration Key' is displayed. Below it, the word 'REQUIRED' is written in green. There is a white text input field with a green arrow pointing to it from the left. To the right of the input field is a dark blue button with white text that says 'Resend registration key'. Below the input field is another dark blue button with white text that says 'Register'.

- Enter Registration Key into the space provided.
- To retrieve the key again, click on “Resend registration key”.



Resend verification code?

Click confirm to resend the registration code for [REDACTED] CENTER to the email on file, or click cancel to go back.

If you have questions please contact support at health.fpc-nar@state.mn.us.

Confirm Cancel

A screenshot of a confirmation dialog box. The title is 'Resend verification code?'. The main text says 'Click confirm to resend the registration code for [REDACTED] CENTER to the email on file, or click cancel to go back.' Below this, it says 'If you have questions please contact support at health.fpc-nar@state.mn.us.' At the bottom, there are two buttons: 'Confirm' and 'Cancel'. A green arrow points to the 'Confirm' button.

- Select “Confirm”.
- A message will state “Registration email resent to facility’s account on file”.

Facility's Dashboard

Provider User's Dashboard

Currently verified and employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

Inactive on registry:

Nurse Aides with an inactive registry status cannot be employed as nurse aides until their status is updated to active. Please communicate directly with the nurse aide to resolve their status. Instructions can be found at Nursing Aide Resources.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

[Add CNA](#)

[View previously employed CNAs](#)

[Submit Facility Nursing Aide Staff Report](#) [View Facility Nursing Aide Staff Reports](#)

Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

[View rejected CNAs](#)

The facility' dashboard is divided into three sections:

- Active on registry – nurse aides who were previously reported by your facility
- Inactive on registry – nurse aides with expired certificates previously reported by your facility
- Self-reported CNAs – nurse aides who have identified and self-reported themselves as currently working at your facility

Change Status Under Actions

Currently verified and employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions
[REDACTED]			Current	N/A	Change Status

Inactive on registry:

Nurse Aides with an inactive registry status cannot be employed as nurse aides until their status is updated to active. Please communicate directly with the nurse aide to resolve their status. Instructions can be found at [Nursing Aide Resources](#).

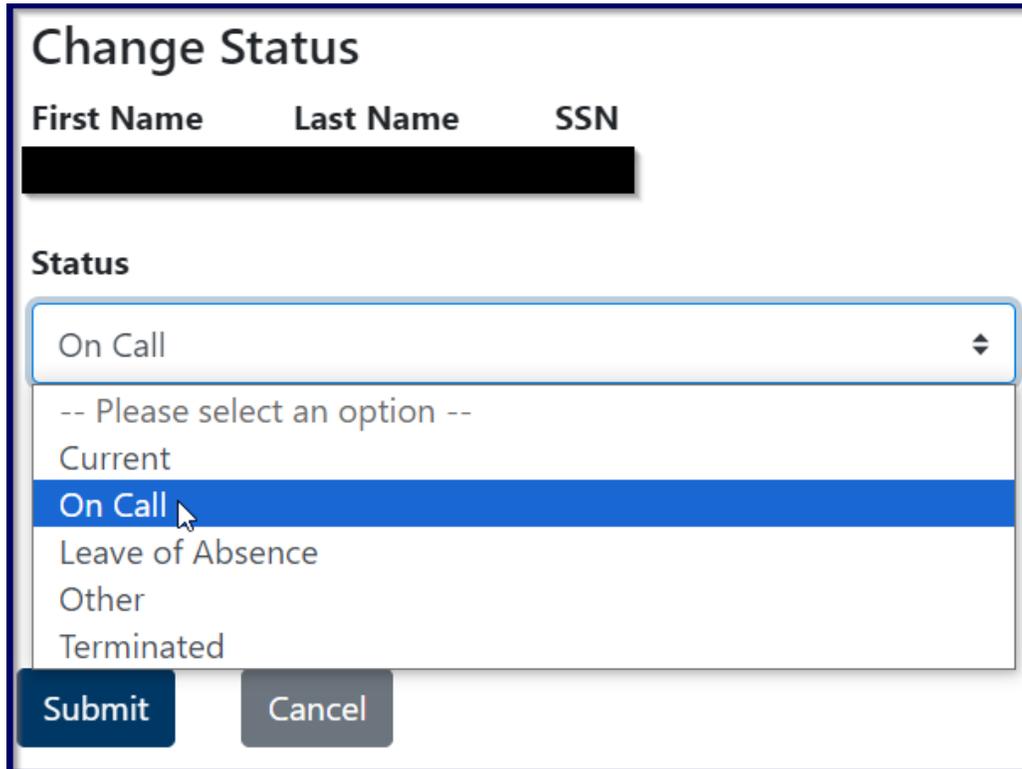
Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					



Review each sections.

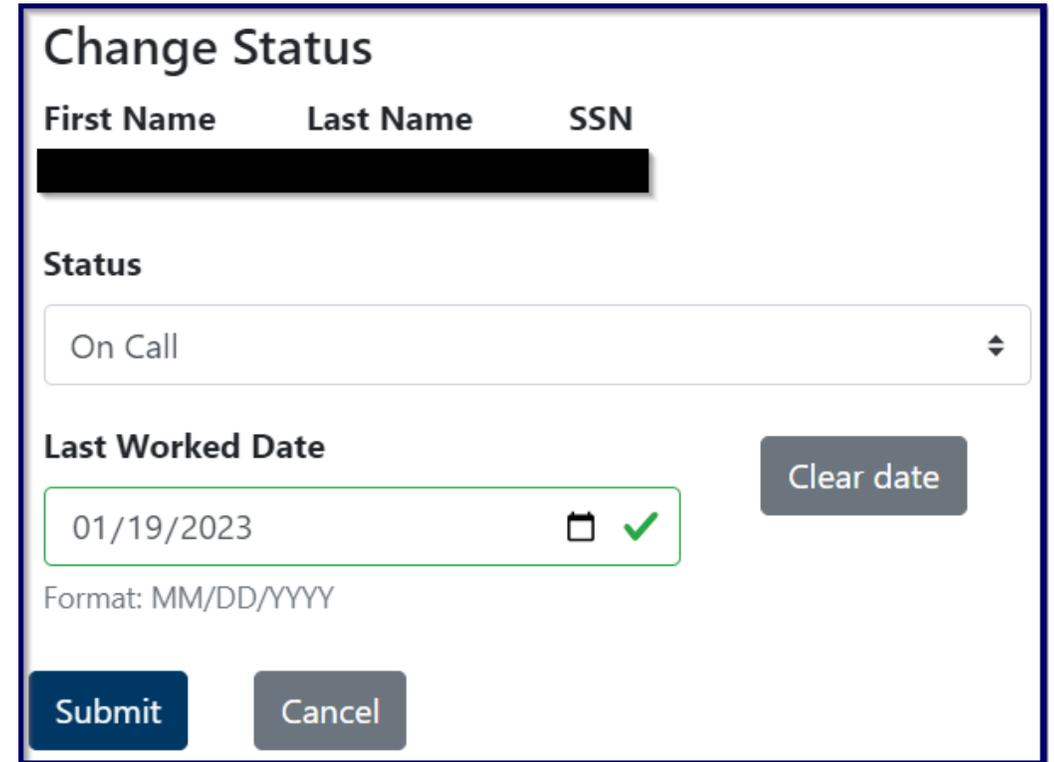
- Select each nurse aide's "Change Status" button under each "Actions" column.

Nurse Aides Status Updates



The screenshot shows a web form titled "Change Status". At the top, there are three input fields labeled "First Name", "Last Name", and "SSN", each with a blacked-out value. Below these is a "Status" dropdown menu that is currently open, displaying a list of options: "On Call", "-- Please select an option --", "Current", "On Call" (highlighted in blue with a mouse cursor), "Leave of Absence", "Other", and "Terminated". At the bottom of the form are two buttons: "Submit" and "Cancel".

- Select from the drop-down menu the status for the nurse aide.



The screenshot shows the same "Change Status" form. The "Status" dropdown menu is now closed and shows "On Call". Below it is the "Last Worked Date" field, which contains the date "01/19/2023" and a calendar icon with a green checkmark. To the right of this field is a "Clear date" button. Below the date field, the text "Format: MM/DD/YYYY" is visible. At the bottom of the form are two buttons: "Submit" and "Cancel".

- Select "Last Worked Date" from the calendar. This will extend the nurse aide's certificate for the next 24 months.
- Click "Submit"

Self-Reported Nurse Aides

Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name	◆ First Name	◆ SSN	◆ Status	◆ Last Worked Date	◆ Actions
[REDACTED]	[REDACTED]	[REDACTED]	Current	03/03/2023	 Verification
[REDACTED]	[REDACTED]	[REDACTED]	Current	03/03/2023	Verification

- Nurse aides are encouraged to update their employment and may have identified or self-reported as working at your facility.
- Click on “Verification”

Self-Reported Nurse Aides' Status

Verify CNA

First Name	Last Name	SSN
[REDACTED]		

Has this CNA worked at your facility?

Yes No

If information provided is inaccurate you will be able to correct it here.

Status

Current

-- Please select an option --

Current

On Call

Leave of Absence

Other

Terminated

- If a nurse aide is working at your facility, select the “Yes” node and the status as “Current”.
- Once the list is refreshed, the nurse aide will now appear in your upper portion of the dashboard.
- If facility indicates “other” and never worked here, the record will come back to MDH.

Self-Reported Nurse Aides' Status (cont.)

Verify CNA

First Name Last Name SSN

[Redacted]

Has this CNA worked at your facility?

Yes No

If information provided is inaccurate you will be able to correct it here.

Status

Other

Other status:

Primary job is Administrator, secondary NA ✓

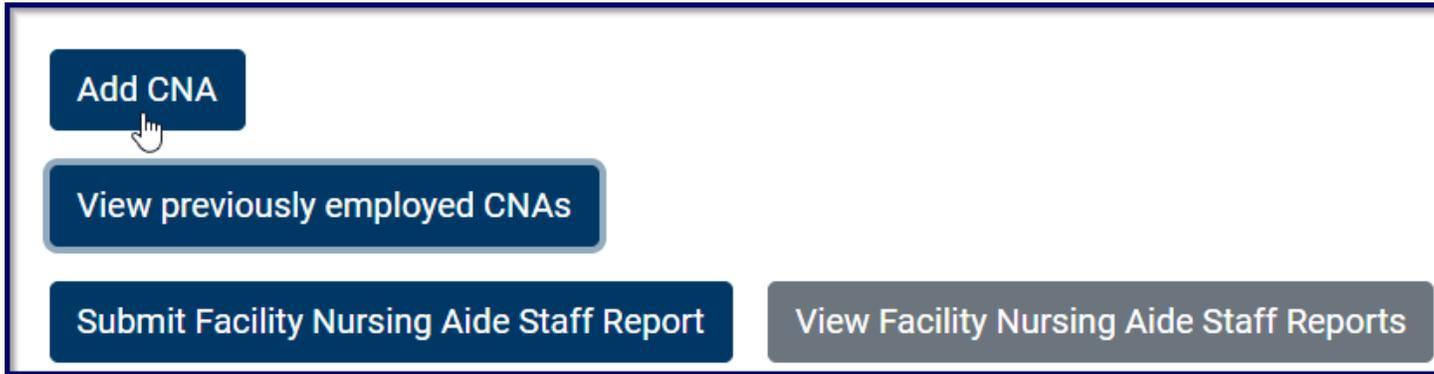
Last Worked Date as a Nurse Aide

01/19/2024 ✓

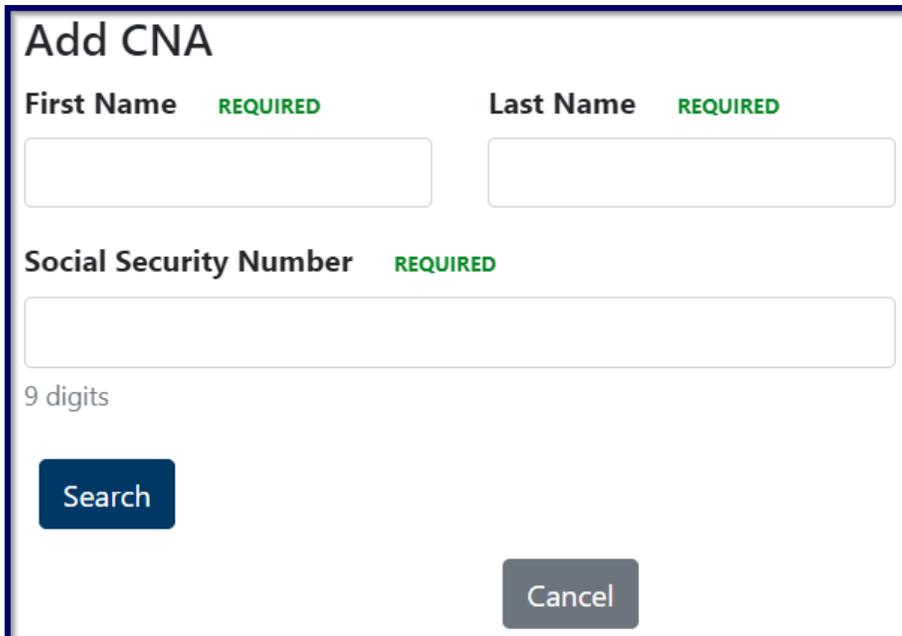
Format: MM/DD/YYYY

- Select “Other” for individuals whose primary roles are non-nurse aides but may pick up nurse aide shift/duties as a secondary role.
- Requirement to free text what the reason in the “Other status”. See example for text.
- Enter “Last Worked Date as a Nurse Aide”

Adding a New Nurse Aide to Staff Report



A navigation menu containing four buttons. The 'Add CNA' button is highlighted with a mouse cursor. The 'View Facility Nursing Aide Staff Reports' button is disabled and has a grey background.



Add CNA

First Name **REQUIRED** Last Name **REQUIRED**

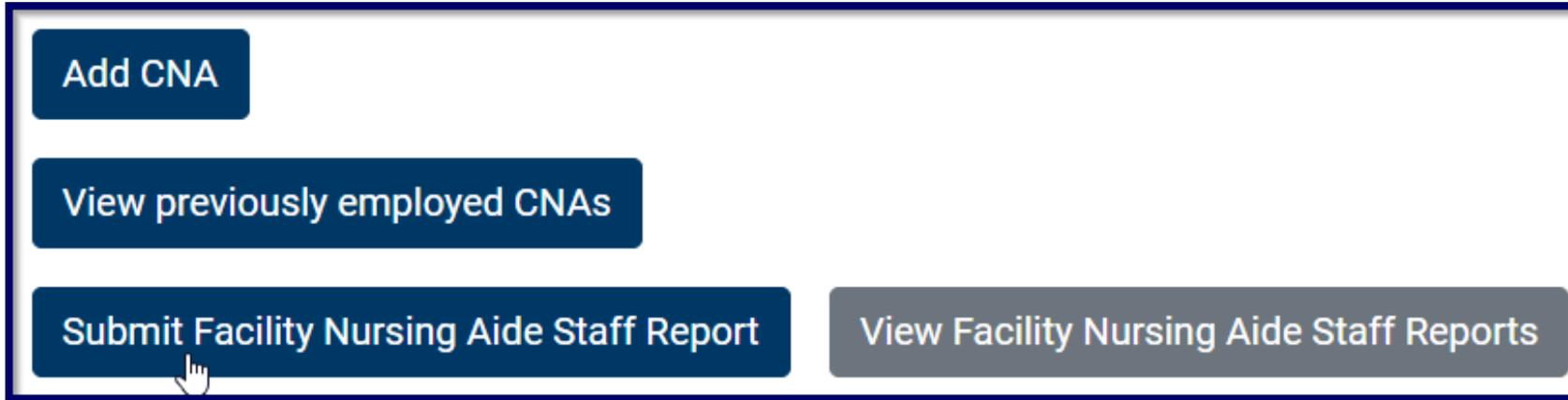
Social Security Number **REQUIRED**

9 digits

Search Cancel

- Click Add CNA
- Enter the nurse aide's first name, last name and social security number. These items must match the registry's record to be added to your staff report.
- If the facility receives an error, verify and confirm with the nurse aide the spelling of their name and social security number as it appears on file with the registry, then resubmit.

Submitting the Staff Report



Submit Provider Nurse Aide Staff Report

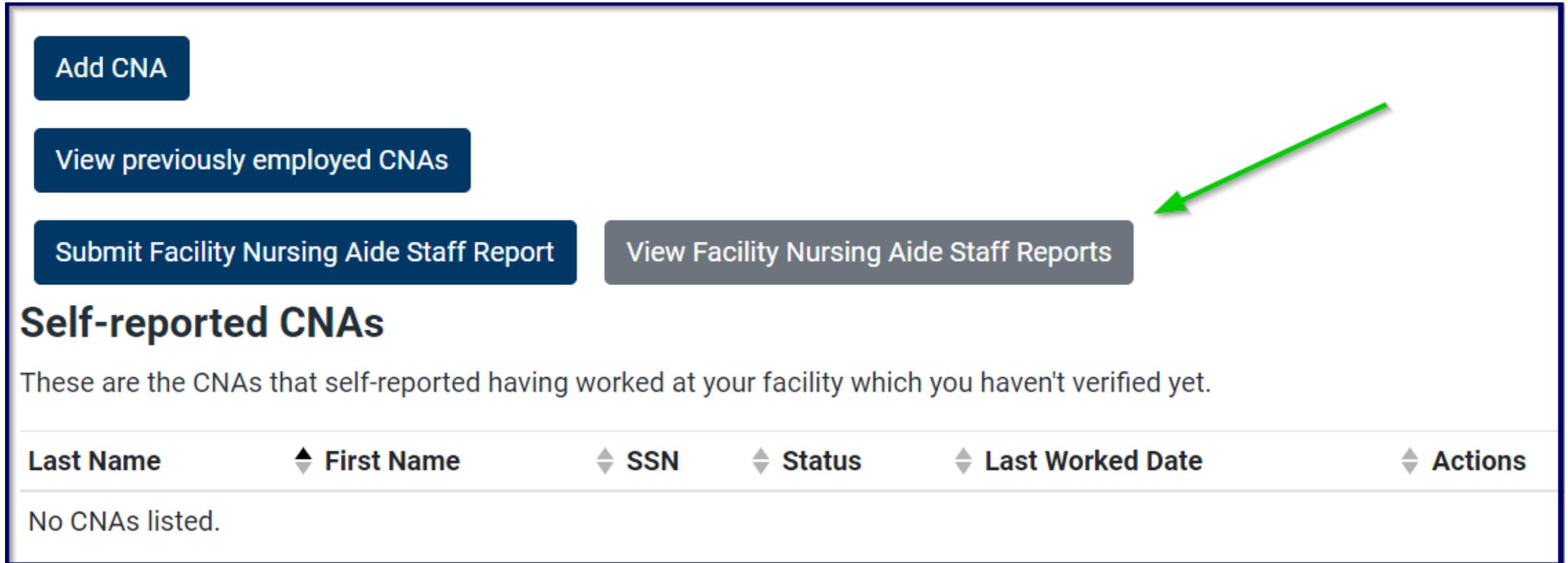
Click **submit** to affirm that the **Verified and Active CNAs list** is correct to the best of your knowledge and submit your report to MDH. Click **Cancel** to exit.

Submit

Cancel

- Once staff report is updated, select “Submit Facility Nursing Aide Staff Report”.
- Click “Submit” to affirm.
- A successful acknowledgement message will appear.

View Past Submissions



The screenshot displays a web interface with several navigation buttons at the top: "Add CNA", "View previously employed CNAs", "Submit Facility Nursing Aide Staff Report", and "View Facility Nursing Aide Staff Reports". A green arrow points to the "View Facility Nursing Aide Staff Reports" button. Below the buttons is a section titled "Self-reported CNAs" with a descriptive text: "These are the CNAs that self-reported having worked at your facility which you haven't verified yet." Underneath is a table with columns: "Last Name", "First Name", "SSN", "Status", "Last Worked Date", and "Actions". The table currently contains the text "No CNAs listed."

Add CNA

View previously employed CNAs

Submit Facility Nursing Aide Staff Report

View Facility Nursing Aide Staff Reports

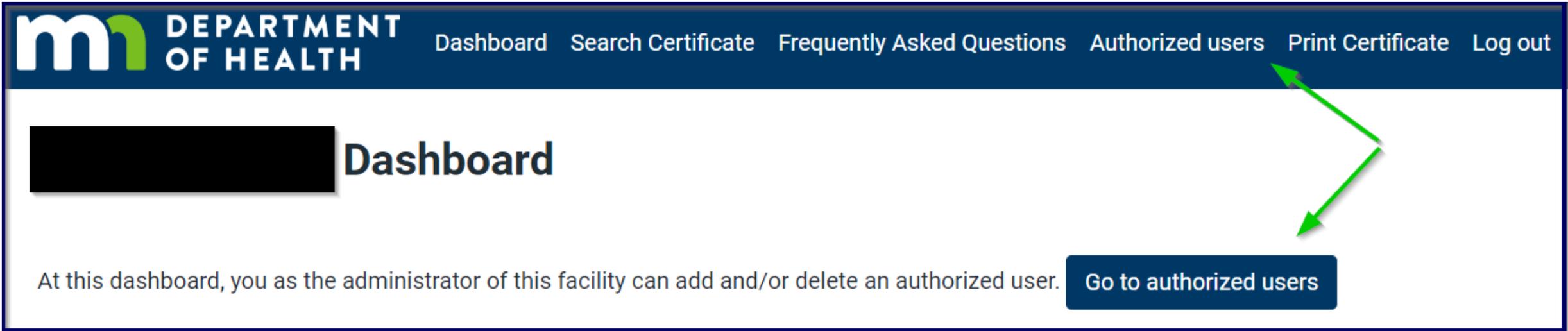
Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

- Select the “View Facility Nurse Aide Staff Reports” to view up to five (5) past submissions and print reports.

Adding Authorized Users



The screenshot shows the top navigation bar of the Minnesota Department of Health website. The navigation bar includes the logo and the text 'DEPARTMENT OF HEALTH' on the left, and a series of menu items: 'Dashboard', 'Search Certificate', 'Frequently Asked Questions', 'Authorized users', 'Print Certificate', and 'Log out' on the right. A green arrow points from the 'Authorized users' menu item down to a dark blue button labeled 'Go to authorized users'. Below the navigation bar, the main content area has a blacked-out box followed by the word 'Dashboard'. Below this, there is a paragraph of text: 'At this dashboard, you as the administrator of this facility can add and/or delete an authorized user.' The 'Go to authorized users' button is positioned to the right of this text.

m DEPARTMENT OF HEALTH

Dashboard Search Certificate Frequently Asked Questions Authorized users Print Certificate Log out

Dashboard

At this dashboard, you as the administrator of this facility can add and/or delete an authorized user. [Go to authorized users](#)

- Adding authorized users may be visible on the Dashboard, or
- “Authorized users” to menu/toolbar

Adding Authorized Users (cont.)

Authorized Users

Last Name	First Name	Email	Status	Change status
DON	Provider	providerdon@test.test	Active	<button>Change status</button>

Add new user

User Email REQUIRED

First Name REQUIRED

Last Name REQUIRED

Add user Cancel

- Click on “Add new user”
- Enter new user’s email, first and last name (case sensitive), then click on “Add user”

Adding Authorized Users Confirmation

Add new authorized user?

You are about to add new user Provider HR with email address providerhr@test.test to the list of authorized users of this facility.

Press confirm to add the user or cancel to return.

Confirm

Cancel

- Confirm the new authorized user
- The new user will receive an email from MDH to create a new password
- A successful acknowledgement will appear

Updating Authorized Users

The screenshot shows the 'Authorized Users' management interface for the Department of Health. A modal dialog box is open, asking 'Change Provider HR's active status?' with the current status listed as 'Active'. The dialog has two buttons: 'Make Inactive' and 'Cancel'. A green arrow points from the 'Make Inactive' button in the dialog to the 'Change status' button in the table below. The table lists two providers: DON and HR, both with the status 'Active'.

Last Name	First Name	Provider	Active	Change status
DON		providerdon@test.test	Active	Change status
HR		providerhr@test.test	Active	Change status

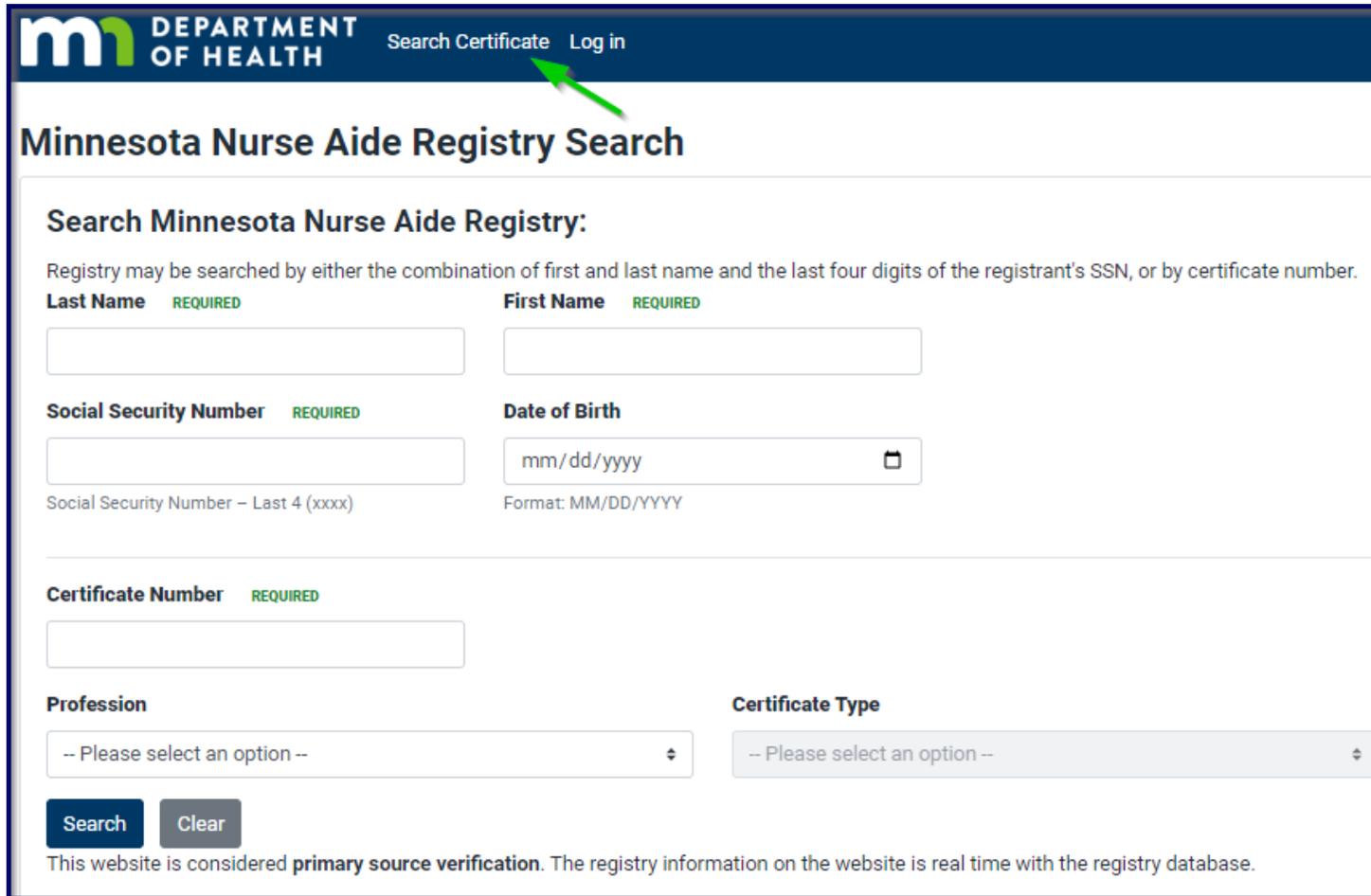
- To remove a user, click on “Change status”
- Select “Make Inactive”

Newly Tested Nurse Aides



- Headmaster automatically imports data into the NAR system
- Turnaround time 7 to 10 business days
- Nurse Aide will receive an email from MDH to register and print certificate

Searching the Registry



m DEPARTMENT OF HEALTH Search Certificate Log in

Minnesota Nurse Aide Registry Search

Search Minnesota Nurse Aide Registry:

Registry may be searched by either the combination of first and last name and the last four digits of the registrant's SSN, or by certificate number.

Last Name REQUIRED

First Name REQUIRED

Social Security Number REQUIRED

Date of Birth

Social Security Number – Last 4 (xxxx) Format: MM/DD/YYYY

Certificate Number REQUIRED

Profession

Certificate Type

This website is considered **primary source verification**. The registry information on the website is real time with the registry database.

- Select Search Certificate
- Enter the nurse aide's first name, last name and last four digits of social security number, or
- Search by certificate number
- Select Search
- New release will allow search by First and Last Name only and real-time date and time stamp of search

Next Steps

Facilities can update nurse aides' statuses real-time and are encouraged to do so on a regular basis (e.g., weekly, monthly, quarterly).

If a nurse aide needs a correction to a name change/social security number/DOB, please instruct nurse aides to log in to the registry to submit a change request accompany by supporting legal documents. The request will be reviewed by MDH Staff for approval and communicated back to the nurse aide.

It is important to update staff reports so information for all active nurse aides within the new Nurse Aide Registry are accurate.

Facilities can extend the expiration date of a nurse aide's certificate based on Last Worked Date. Please note that nurse aides who meet the requirement under [42 CFR 483.156\(c\)](#) and [42 CFR 483.35 \(d\)](#) can only renew their certificate. Non-relating nursing services does not meet the requirement to renew.

Next Steps (cont.)

Registration Key is sent to the email address MDH have on file for the facility. Staff cannot change email to another staff's email to receive the key as this affects the facility (e.g., licensing, background study, etc.). Please submit Change of Administrator form to Federal LCR team at health.hrd-fedlcr@state.mn.us.

Only the Administrator/Authorized Agent for the facility can make the initial registration with the Registration key. The Administrator/Authorized Agent can add users thereafter.

If you need help identifying the HFID, contact MDH or use MDH [Health Care Provider Directory](#) to search.

Thank You!

Nurse Aide Registry Credentialing Team

Health.FPC-NAR@state.mn.us

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

Minnesota State (MN) Curriculum Transfer



Gov Delivery Sent December and January



**Access to the Minnesota State Long-Term Care
Nursing Assistant and Home Health Aide
Curriculum will be managed by Minnesota State,
effective Jan. 1, 2024**

**Nurse Aide training programs who use this curriculum should
plan to transition to the new version or notify MDH that they
will be choosing an alternative.**

- Starting July 1, 2024, current users of the **Minnesota State Long-Term Care Nursing Assistant and Home Health Aide Curriculum** will not be able to access the current curriculum and will no longer be approved for use
- **Minnesota State Health Care Core Curriculum/Nursing Assistant (HCCC/NA)** curriculum is also being discontinued as of **July 1, 2024**, and will be removed from the list of Minnesota-approved curricula
- If programs choose the new version, portions of the old curriculum may not be combined with the 2024 edition

- Training programs that have declared Minnesota State Long-Term Care Nursing Assistant and Home Health Aide curriculum, have until **June 30, 2024**, to decide whether they will transition to the **Minnesota Nurse Aide Curriculum 2024 Edition**
- Training programs may choose another approved curriculum as identified on the [MDH approved training curricula page](#)
- Six-month transition period allows programs to decide what is best for their budget and schedule
- Training programs choosing to use a different curriculum must notify MDH which curriculum they intend to use by emailing health.nar.coord@state.mn.us

Informational Webinar Recording Available

For more information regarding the **Minnesota State Nurse Aide Curriculum 2024 Edition**, a webinar was held and recorded in January.

To watch on-demand, register at this link:

https://minnstate.zoom.us/webinar/register/WN_TdODgl5PSZK005dLkoQLiA

Training programs can utilize the MN State website to purchase the revised curriculum using the [Minnesota State Nurse Aide Curriculum page](#)

Resources Available



NAR Home Page Revision

[Nursing Assistant Registry - MN Dept. of Health \(state.mn.us\)](https://state.mn.us)

NURSING ASSISTANT 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 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.



Announcements

Jan. 8, 2024: New and improved Nurse Aide Registry launching this week!

STAY CONNECTED

Locate NATCEP Resource

For Nurse Aides

Training and Testing

How to Get on the Nurse Aide Registry

How to Stay on the Nurse Aide Registry

How to change information on the registry

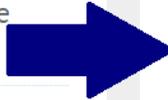
Forms

For Employers

Who can work as a nurse aide?

Searching the Registry

Semi-Annual Updates for Nursing & Boarding Care Homes



For Training and Testing Programs

Training Program & Test Site Calls

Testing Information

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

Minnesota-Approved Training Curricula

Training Program Testing Data

NATCEP Survey Worksheet (PDF)

Nurse Aide Competency Test Site Survey Form (PDF)

General Information

Filing a complaint

Contact Information

NURSING ASSISTANT REGISTRY

[NAR Home](#)

[In-Facility Testing](#)

[Nurse Aide Registry Search](#)

[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

[Nursing Assistant Training and
Testing Sites](#)

[Minnesota Nurse Aide Testing:](#)

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

1. Application packet for approval of a nurse aide training program is a fillable form and available online: [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 identified in application packet. A list of suggested equipment is available here: [Nurse Aide Training Equipment \(PDF\)](#).
3. Select a curriculum from our list of approved Minnesota nurse aide training curriculums. See [Minnesota-Approved Nurse Aide and Training Curriculum](#).
4. Federal and state regulations and program requirements included in the Federal NATCEP Resource. Nurse aide training program applicants declare in initial application to read and implement Federal of NATCEP Resource requirements. [Federal Nurse Aide Training and Competency Evaluation Program Resource \(PDF\)](#).
5. See [Frequently Asked Questions about Nurse Aide Training and Competency Evaluation Program \(PDF\)](#).
6. Qualifications for staff submitted with application for approval.

[NATCEP Survey Worksheet \(state.mn.us\)](#)

[Nurse Aide Competency Test Site Survey Form \(state.mn.us\)](#)

- ✓ Knowledge test time frame
- ✓ Skills update
- ✓ Questions from January call
- ✓ Survey findings
- ✓ Skill exam reminders
- ✓ Test site map
- ✓ Fourth quarter and year end test data available
- ✓ NAR Modernization
- ✓ MN State curriculum transfer
 - ✓ Recording available
- ✓ Resources



- Next call March 11, 2024
- Check the [NAR Calls website](#) for call details and GovDelivery

Questions?



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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