

SPONSOR INFORMATION

PREPARING FOR THE

NURSING ASSISTANT CERTIFICATION EXAM 2012

PROFESSIONAL HEALTHCARE DEVELOPMENT, LLC

P.O. BOX 399

ONA, WV

(304) 733-6145

FAX: (304) 733-6146

www.profhd.com

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GENERAL INFORMATION

The West Virginia Nursing Assistant Registration Evaluation is a measure of the nursing assistant candidate's related knowledge, skills, and abilities. Its purpose is to assess the competence of candidates to perform the job of nursing assistant safely and effectively. The evaluation is composed of a written (or oral) component and a skills task performance component.

This evaluation was developed to adhere to the requirements of federal and state laws. The Nursing Home Reform Act, adopted by Congress as part of the Omnibus Budget Reconciliation Act of 1987 (OBRA), is designed to improve the quality of care in long-term health care facilities and to set training and registration standards for nursing assistants. The state of West Virginia Department of Health has approved the Nursing Assistant Evaluation as its instrument to ensure that the nurse aides in West Virginia meet these requirements.

“SPONSOR” DEFINITION

A sponsor for a nursing assistant exam candidate can be the facility where the nursing assistant is employed, has completed an approved training program, or in some cases, the candidate may act as a self sponsor. The sponsors take on the task of helping the nursing assistant exam candidates to complete the application process for the Nursing Assistant Evaluation.

The sponsors are very important to the nursing assistant exam candidates. They act as the candidate's link to a sometimes very confusing process. The sponsor should distribute copies of the Candidate Handbook to each exam candidate. All facilities may obtain copies of the above information to assist with the application process by visiting the web site www.profhd.com. If additional information is required, contact:

Professional Healthcare Development, LLC
P.O. Box 399
Ona, WV 25545
(304) 733-6145
info@profhd.com

MAJOR RESPONSIBILITIES

- ◆ Provide support and assistance to the candidate throughout the process
- ◆ Distribute copies of the Candidate Handbook-available through the web site
- ◆ Verify the candidate's eligibility to take the exam
- ◆ Include the proper fees and documentation with the applications
- ◆ Mail the completed applications and correct fees directly to PHD

For your convenience and to avoid confusion caused by handwriting, all of the necessary forms, including the application for testing may now be completed by typing directly on the form on PHD's web site and then print. Make sure to have all candidates sign the completed applications.

Questions not addressed in this booklet regarding the registration process may be directed directly to the West Virginia Department of Health Facility License and Certification at (800) 442-2888 or (304) 558-0050. Questions regarding the evaluation may be directed to PHD at the above address/phone number or through the web site. As sponsors, you may copy this information as you need it, making certain to have the most updated information from the web site.

ORAL VERSION OF THE WRITTEN PORTION

The written portion of the Certification Evaluation is also available in an oral form for an additional fee. The oral version will be made only by request and will be the exact questions the other candidates are answering in their test booklets. The oral version will be read to the candidate by a reader. Each question will be read twice. The candidate will answer the questions directly on the test booklet. The oral test will also include a portion in which the candidate must refer to a flow sheet commonly found in the long term care facility in answer questions related to resident's care, i.e., I & O Sheet, or Bladder Training Sheet.

To request an oral version, check the box on the application requesting an oral version. The request must be received by PHD two weeks prior to the requested test date.

ELIGIBILITY

Only those candidates who:

1. have successfully completed an approved West Virginia Nursing Assistant training program within the past two year period

OR

2. met the requirements by completing a refresher course after allowing their registration to lapse

OR

3. have been approved by the Nursing Assistant Registry due to participation in a nursing program

The Department of Health will certify that each candidate has passed an approved program. Only when PHD can confirm through the West Virginia Nursing Assistant Registry web site that the candidate is eligible for testing and not listed on The National Sex Offenders Registry will a candidate be issued an admission ticket for the evaluation. When submitting the listing for the candidates you are sponsoring for the evaluation, please complete the form called SPONSOR REGISTRATION FORM.

FEES

Evaluation fees must be received with the completed applications and required forms two weeks prior to the requested test date. Payment will be accepted only by facility check, money order, certified check, VISA, Master Card, or Discover. No cash or personal checks will be accepted.

The Criteria for Nursing Assistant Training in West Virginia states in Section VIII “Charging for Nursing Assistant Education”:

- A. The facility **cannot** charge their employees for any part of a training program, including testing or re-testing fees.
- B. The first facility to employ a nursing assistant within 12 months after completing a program for which the nursing assistant has paid a fee, must reimburse the employee for the cost of the training program and testing.
- C. If that nursing assistant has not yet taken the competency evaluation, the facility must pay for the test.
- D. If an employee is attending classes at a non-facility based program which charges a fee, the facility, not the employee, must pay the fee.

ADMITTANCE TO TEST SITE

- Once all information has been verified through the Registry regarding the candidate, applications are processed, and fees are collected, the sponsor will be issued, from PHD, an admission ticket for each candidate. This ticket will contain the candidate’s name, social security number, sponsor program number, and type of test the candidate is to take. The sponsor will receive the admission tickets about one week prior to the requested exam date. It is the sponsor’s responsibility to ensure all of the information printed on the ticket is correct and distribute the tickets to the candidate. The admission ticket Name and social security number must exactly match the candidate’s photo ID and social security card.

Registered candidate’s names now appear on PHD’s web page with testing date and location. Check this information periodically as it may update daily.

Because PHD is concerned for the safety of the candidates testing, effective December 1, 2004, any candidate who is pregnant **MUST** submit to PHD with the initial application for testing, a signed release from her physician stating she is able to perform the skills portion of the exam without any restrictions. This release will be copied and forwarded to the site coordinator. The site coordinator will not allow any pregnant candidate to perform the skills portion of the exam without the release. The release **MUST** be received with the application prior to testing. **THERE WILL BE NO EXCEPTIONS.** If a pregnant candidate presents for testing without prior registration, the fee for the skills portion of the exam will be forfeited and that portion of the exam will have to be rescheduled at the full fee. On the same line, if a candidate is registered to test and for some reason is taken off work due to injury prior to testing, a physician’s release to work form will also have to be sent to PHD prior to 4:00 pm day before test day. If the candidate is not well enough to work, he or she is not well enough to test.

If the name or social security number on the admission ticket is incorrect, it is the sponsor’s responsibility to call PHD with needed corrections prior to 4:00 pm day before test day. This could cause a delay in testing if PHD is not able to verify any changes with the Nursing Assistant Registry and may require further documents

Every candidate must present the admission ticket, a current photo ID, and their original social security card at the test site or they will not be permitted to take the evaluation. If a candidate does not have a photo identification, the **SUBSTITUTE FOR PHOTO ID** form must be completed by the sponsor and the candidate will take that information along with their admission ticket and original social security card for admittance to the test site. **Do not** send the substitute for photo ID form to PHD.

Please caution your candidates that if they do not have the proper identification when they present at the test site for the evaluation, they will be denied entrance and will have to submit a new application with fees. No fees will be refunded should this occur.

A summary of all of the candidate's information will be sent to each test site. The test site coordinator will not admit any candidate who presents that is not pre-registered through PHD and not on their list of candidates.

If the site coordinator suspects that a candidate is under the influence of any substance, whether prescribed or otherwise, the candidate will be told to leave the test site. The decision of the site coordinator will be final. If this happens, the test fee will be forfeited and the candidate will have to go through the application process again. This information will be forwarded to the Nursing Assistant Registry.

RESCHEDULING

Rescheduling: The candidate must notify PHD, LLC by noon at least five (5) business days before the examination date to reschedule. Saturday, Sunday, and holidays are not considered business days. If the candidate does not call PHD, LLC at least five business days before the scheduled examination date to reschedule and does not show up on the scheduled examination date, the fee will **NOT** be refunded and cannot be transferred to a new examination date.

The candidate may not give the exam date to another person. PHD will make every effort to reschedule the exam if PHD feels you experienced a true emergency.

Examples of emergencies are:

- Weather emergency
- Illness of yourself or an immediate family member
- Disabling traffic accident
- Military duty
- Jury duty or other court appearance

PHD will request written proof of these emergencies and must be sent to PHD within 3 days of the scheduled test date. For example, if the candidate has a disabling traffic accident, a copy of the police report will be requested. For jury

duty, a copy of the court notice will be requested. PHD's decision regarding excusing an absence is final.

The candidate will need to arrive at the test site at least thirty minutes BEFORE the scheduled exam time.

If the candidate arrives late for the exam, the site coordinator will instruct the candidate as to where to go. Some test sites perform both the written and skills performance tests at the same time. Depending on the particular site's policy, the candidate may be allowed to take both portions of the test. If it is determined at the site that the candidate's entrance to the exam will disrupt others, the candidate will not be permitted to enter and will forfeit the fee for that particular portion of the exam.

AMERICANS WITH DISABILITIES ACT

PHD and the test sites will, to the best of our abilities, accommodate any candidate with special needs. **You, as sponsors, are responsible to make arrangements, in writing to PHD, for your candidates at least two weeks in advance of the requested test date.** If arrangements are not made in advance, the candidate will have to reschedule the evaluation and the fee for the evaluation will be forfeited.

If you have a pregnant candidate who is ready to test, you, as the sponsor, must send with the application, a release from the candidate's doctor stating that the candidate is healthy and will have no restrictions due to the pregnancy that would prohibit the candidate from performing the five skills required to successfully complete the exam. If the candidate goes to the test site and has not sent the release to PHD prior to 4:00 pm the day before schedules test day, the candidate will not be able to take the skills performance portion of the exam and the fee for that portion will be forfeited. **THERE WILL BE NO EXCEPTIONS TO THIS STIPULATION.**

GETTING THE RESULTS

About two weeks after taking the evaluation, the candidate, the sponsor, and the West Virginia Nursing Assistant Registry will be sent reports detailing the candidates' performance on the evaluation(s). These reports will indicate whether the candidate passed or failed both or one portion of the evaluation. Each test candidate will be mailed a letter containing their scores. Should a candidate fail the skills portion of the evaluation, a copy of the poorly performed skills evaluation will be sent to the instructor and /or sponsor. Instructions will also be included to assist the candidate in rescheduling the needed portion(s) of the evaluation.

PLEASE, TELL THE STUDENTS NOT TO CALL ABOUT THEIR SCORES. PHD IS UNABLE TO GIVE SCORES OVER THE PHONE.

RETAKE THE EVALUATION

Any candidate who needs to retake a portion of the evaluation must complete a new application. The sponsor will have to indicate on the Registration form that accompanies the applications that the evaluation is a retake and include the correct fees.

GETTING A DUPLICATE REPORT OF SCORES

Duplicate scores may be requested directly from PHD for a cost of \$20.00. No scores will be given over the telephone.

FEE SCHEDULE

First-time test takers, Refresher Course candidates, and "NO SHOWS":

Written and Skills	\$100.00
Oral/Translated Exam and Skills	\$150.00

Retakes:

Written Exam	\$42.00
Skills Performance	\$58.00
Oral/Translated Exam	\$92.00

Request for duplicate score:	\$20.00
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TEST SITES

BECKLEY	Academy of Careers and Technology 390 Stanaford Road Beckley, WV
BUCKHANNON	Fred W. Eberle Technical Center Route 5 Box 2 Buckhannon, WV
CHARLESTON	Charleston Job Corps 1000 Kennawa Drive Charleston, WV
KEYSER	Mineral County Vocational Technical Center 600 Harley O. Staggers, Sr. Drive Keyser, WV
MARTINSBURG	James Rumsey Technical Institute 3274 Hedgesville Road Martinsburg, WV
PARKERSBURG	Wood County Technical Center 1515 Blizzard Drive Parkersburg, WV
PETERSBURG	South Branch Vocational Technical Center 401 Pierpont Street Petersburg, WV
PRINCETON	Mercer County Technical Education Center 1397 Stafford Road Princeton, WV
WHEELING	Wheeling Park High School 1976 Park View Road Wheeling, WV
DELBARTON	Mingo County Vocational Technical Center Route 2 Box 52A Delbarton, WV
NEW CUMBERLAND	John D. Rockefeller IV Vo-Tech Center 95 Rockyside Road New Cumberland, WV

**PROFESSIONAL HEALTHCARE DEVELOPMENT, LLC
2012 REGISTERED NURSING ASSISTANT APPLICATION
RECEIPT DEADLINES**

<u>TEST DATE</u>	<u>RECEIPT DEADLINE</u>
December 10, 2011.....	November 26, 2011
December 17, 2011.....	December 3, 2011
January 14, 2012.....	December 30, 2012
January 28, 2012.....	January 14, 2012
February 11, 2012.....	January 28, 2012
February 25, 2012.....	February 11, 2012
March 10, 2012.....	February 25, 2012
March 24, 2012.....	March 10, 2012
April 14, 2012.....	March 31, 2012
April 28, 2012.....	April 14, 2012
May 12, 2012... ..	April 28, 2012
May 19, 2012.....	May 5, 2012
June 9, 2012.....	May 26, 2012
June 23, 2012.....	June 9, 2012
July 14, 2012.....	June 30, 2012
July 28, 2012.....	July 14, 2012
August 11, 2012.....	July 28, 2012
August 25, 2012.....	August 11, 2012
September 8, 2012	August 25, 2012
September 22, 2012.....	September 8, 2012
October 13, 2012	September 29, 2012
October 27, 2012.....	October 13, 2012
November 10, 2012.....	October 27, 2012
November 17, 2012.....	November 2, 2012
December 8, 2012	November 24, 2012
December 15, 2012.....	December 1, 2012

Test dates are subject to change without prior notification. Should a test date be changed, PHD, LLC will make every effort to contact involved parties. If there is a question about a test date, do not hesitate to call PHD directly.

Sites that normally test on the second Saturday of each month are:

CHARLESTON
PRINCETON
MARTINSBURG

BUCKHANNON
WHEELING

Sites that normally test on the fourth Saturday of each month are:

BECKLEY
PETERSBURG
NEW CUMBERLAND

PARKERSBURG
KEYSER
DELBARTON

The following sites normally test on the second Saturday of each month as listed*:

Buckhannon Charleston Martinsburg	Princeton Wheeling
January 14, 2012	July 14, 2012***
February 11, 2012	August 11, 2012
March 10, 2012	September 8, 2012
April 14, 2012	October 13, 2012
May 12, 2012	November 10, 2012
June 9, 2012**	December 15, 2012

The following sites normally test on the fourth Saturday of each month as listed*:

Beckley Delbarton Keyser	New Cumberland Parkersburg Petersburg
January 28, 2012	July 28, 2012
February 25, 2012	August 25, 2012
March 24, 2012	September 22, 2012
April 28, 2012	October 27, 2012
May 19, 2012****	November 17, 2012
June 23, 2012*****	December 15, 2012

*Site dates may change without notice due to registration requests at each site or other conflicts, such as holidays. Any candidate that requests a site that for some reason will not be available will be contacted by PHD to make other testing arrangements.

**For the month of *JUNE* ONLY, the Charleston test date will be June 16, 2012—all others are as above.

*** For the month of *JULY* 2012, Wheeling will not test----all others are as above.

****Petersburg will test May 26, 2012

*****Beckley will test June 30, 2012

AVAILABLE FORMS

In an attempt to ensure all submitted information is correct, below are links to all forms from PHD, LLC. ***These are the only forms that will be accepted by PHD, LLC.*** All others will be returned and the processing of registration, requests, etc., will be delayed. Simply click on the form needed and you will be able to type directly into the form. Print the form, once typed, sign as indicated and mail or fax to the appropriate agency, i.e., PHD, LLC or the WV Nursing Assistant Registry.

PHD FORMS

1. West Virginia Registered Nursing Assistant Evaluation Application (CNA Test Application)
2. Sponsor Registration Form
3. Request for Approved Medication Assistive Personnel Tests
4. Approved Medication Assistive Personnel Test Application
5. Professional Healthcare Development Nursing Assistant Refresher Course Completion Form
6. Educate the Educator Workshop Registration
7. Registered Nursing Assistant Test Schedule
8. Request For Duplicate Scores/Certificates
9. Substitute For Photo Identification