

# Georgia Nurse Aide

Written (or Oral) Examination & Skills Evaluation

## Candidate Handbook

APRIL 2023



**Credentia**



**NNAAP**  
National Nurse Aide Assessment Program  
An NCSBN® Examination

# It all starts here!

Reviewing this handbook is a big step toward your success.



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# Quick Reference

## CREDENTIALIA REGISTRATION AND SCHEDULING SERVICES

3 Bala West  
P.O. Box 1635  
Bala Cynwyd, PA 19004

### Hours of Operation

Mon. – Fri. 8:00 a.m. – 11:00 p.m.  
Saturday: 8:00 a.m. - 5:00 p.m.  
Sunday 10:00 a.m. - 4:00 p.m.  
(Eastern Time Zone)

### Create or Log into your CNA365 account to:

- Change your current address and phone number.
- Submit Correction Form to update name, date of birth or social security number before your exam has been scheduled.
- Obtain and submit an Examination Testing Application.
- Check Testing Application status.
- Find test sites and availability.
- Schedule, reschedule or cancel an examination.
- View exam details such as examination type, scheduled time, date, and location.
- View Score report.
- Submit and review a Grievance application for completed examination.
- Submit an excused absence application.

### Contact Customer Service to:

- Problem occurs when creating CNA365 Account.
- Did not receive activation link.
- Problem occurs when applying an assigned voucher code.
- Testing Application Issue.
- Received an error message when scheduling examination.
- Score report not viewable in CNA365 after 24 hours.
- Call (888) 240-0448

## ALLIANT HEALTH SOLUTIONS

Nurse Aide Program

P.O. Box 105753 Atlanta, GA 30348

[www.mmis.georgia.gov](http://www.mmis.georgia.gov)

(800) 414-4358 / (678) 527-3010 (Local)

Call for an application for eligibility routes E2, E3, E4, E5 or E6 (see p.3–6)

Hours of Operation 8:00 a.m. – 5:00 p.m. (Eastern Time Zone)

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NNAAP® Written Exam Content Outline and Practical Skills Listing  
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# Introduction

Welcome and congratulations on your decision to take the professional Nurse Aide's test.

This handbook is designed for candidates who want to be listed on the Georgia Nurse Aide Registry. It tells you how to apply for and take the National Nurse Aide Examination.

This handbook will answer many of your questions about the test. Please take the time to read it and keep it so you can refer to it whenever you have a question about the test.



VISIT resource center for additional info  
[https://credentia.com/about-us/  
nurse-aide-resource-center](https://credentia.com/about-us/nurse-aide-resource-center)

## THE NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP®)

The National Nurse Aide Assessment Program (NNAAP®) was developed by the National Council of State Boards of Nursing, Inc., The NNAAP Examination is an evaluation of nurse aide-related knowledge, skills and abilities. Its purpose is to determine if you understand and can safely perform the job of an entry-level nurse aide.

## ABOUT CREDENTIA

This handbook was created by Credentia in partnership with the Georgia Department of Health. Credentia is a nationally recognized provider of testing services to develop, score and report the results of the Georgia Nurse Aide Registry test. Credentia also processes applications, schedules examinations and administers the tests.

## EXAM OVERVIEW

There are two parts of the NNAAP Examination, the Written (or Oral) Examination and the Skills Evaluation. You must pass both parts in order to be listed on the Georgia Nurse Aide Registry.

## THE WRITTEN EXAMINATION

The written part of your test is made of seventy (70) multiple-choice questions written in English. Sample examination questions are provided in this handbook.

Please note: If you have difficulty reading English, you can take an Oral Examination instead of the Written Examination.

The Oral Examination includes sixty (60) multiple-choice questions plus ten (10) reading comprehension/word recognition questions. If you want to take the Oral Examination, you must request it when you submit your registration form.

## THE SKILLS EVALUATION

For the Skills portion of your test, you will be asked to perform five (5) randomly selected nurse aide skills. You will be rated on these skills by a Nurse Evaluator. You can also review The Written (or Oral) Exam and The Skills Evaluation for more details about the NNAAP Examination.

# Eligibility

This section explains:

- What you need to do to become a nurse aide in Georgia
- What you need to do before you can take the NNAAP test

## ELIGIBILITY FOR EMPLOYMENT AS A NURSE AIDE

All candidates applying to take the NNAAP Examination in Georgia MUST complete an Application for Registration by Competency Examination online at [www.credentia.com/test-takers/ga](http://www.credentia.com/test-takers/ga). You must pass both parts of the examination within a time period to be apart of the GA Nurse Aide Registry

## LIGHTDUTY

Candidates are prohibited from taking the Skills Evaluation if on limited activity or light duty due to medical reasons. Candidates must be able to complete required skills included in the Skills Evaluation. Candidates on light duty can't take the Skills Evaluation; however, they can take the written/oral exam. Medical documentation stating return to full duty is required to take the skills evaluation.

### NEW NURSE AIDE CANDIDATES: NEW NURSE AIDE CANDIDATES:

Candidates who have completed a Georgia state-approved Nurse Aide training program. Candidates have one (1) year following the completion of a state-approved training program to pass both portions of the NNAAP examination and are given three (3) test attempts for both Skills and Written.

**LPN/RN CANDIDATES:** Applicants who are currently licensed in Georgia or in another state w/in the U.S. To be considered eligible to test under this Eligibility Route, you must contact Alliant Health Solutions. Once you receive authorization to test from Alliant Health Solutions, you will be granted one three (3) attempts for both the Written and Skills exams within one (1) year of their training completion date.

**OUT-OF-STATE TRAINED NURSE AIDE:** Candidates who received training at a state-approved training program in a state other than Georgia and are not yet listed on another state's registry. To be considered eligible to test under this Eligibility Route you must contact Alliant Health Solutions.

E-3

**OUT-OF-STATE TRAINED NURSE AIDE (continued):** Candidates using out-of-state to test in Georgia may be granted three (3) attempts for both the Written and Skills exam with one (1) year of their training completion date.

E-4

**OUT-OF-STATE TRAINED NURSE AIDE – LAPSED:** Candidates who received training at a state-approved training program in a state other than Georgia with a lapsed/expired certification on another state's nurse registry. To be considered eligible to test under this Eligibility Route you must contact Alliant Health Solutions. Candidates using out-of-state training to test in Georgia may be granted three (3) attempts for both the Written and Skills exams within one (1) year of their training completion date.

E-5

**GEORGIA LAPSED OR EXPIRED REGISTRATION:** Candidates whose Georgia certification has lapsed or expired. If your certification on the Georgia Nurse Aide Registry has been inactive or expired (lapsed) for one (1) year or less, you may be eligible to test under this Eligibility Route. To be considered eligible to test under this Eligibility Route, you must contact Alliant Health Solutions. Once you receive authorization to test, you will be granted three (3) exam attempts for both the Written and Skills exams upon submitting an application in CNA365.

E-6

**RECIPROCITY CANDIDATES (Certified Nurse Aides applying to obtain certification in GA using an active certification from another state):** Candidates who have are ACTIVE and in good standing on another state's registry, but who have not worked as a nurse aide in the past two (2) years (24 months), listed in the other state as not eligible to work in a Long Term Care facility or a Maryland CNA instead of GNA. To be considered eligible to test under this Eligibility Route, you must contact Alliant Health Solutions. Once you receive authorization to test, you will be granted one (1) year from the date of authorization and three (3) exam attempts for both the Written and Skills exams upon submitting the application in CNA365.

E-1

E-2

E-3

# Online Registration and Scheduling

Online registration is the best way to register for your examination.



## HERE'S HOW IT WORKS:

After finishing a Georgia state-approved training course, you can create an online account with Credentia's CNA365 system. The Credentia CNA365 system makes online registration quick and easy, and much faster than mailing a paper application.

- To create a CNA365 account on the top of the Georgia nurse aide website page at [www.credentia.com/test-takers/ga](http://www.credentia.com/test-takers/ga), click the "CNA365 Login" button and select "Sign-Up."
- You can pay by credit card or pre-paid credit card (American Express, MasterCard, Visa, ACH/ electronic check, or electronic voucher). Fees are non-refundable and non-transferable once you've paid.
- For exams at test center locations, you'll need to make an online reservation using a laptop. Using your phone or a tablet is not recommended. You need to make your reservation at least ten (10) calendar days before the test date.
- For Written or Oral online exams, you can schedule an exam as early as one day following registration, depending on when exam availability.
- You'll need to complete your online application in CNA365 but you can ask someone from your nurse aide training program or facility employer for help in completing the application. If you need help or have

## EXAM FEES

The fees listed below have been established for the National Nurse Aide Assessment Program in Georgia:

To complete exam registration and scheduling for either or both the Skills and Written exam(s), payment must be submitted through your CNA365 account.

Under federal and Georgia laws, nursing homes are required to pay the NNAAP fees for their nurse aide employees, including individuals required to re-test.

Payment must be made in the form of a credit card, debit card single-use card or electronic voucher. Vouchers can be purchased by the training programs.

Fees are not refundable.

Nurse Aide Examination	Exam Fee
Written Examination Only	\$35
Oral Examination Only	\$35
Spanish Examination Only	\$35
Skills Examination Only	\$95
Competency Evaluation (Written and Skills)	\$130
Competency Evaluation (Oral and Skills)	\$130

*Note: Unexpired vouchers purchased before March 1, 2023, will be honored*





## SCHEDULING YOUR EXAM

Once you have completed your Profile (demographics) and application, your Home Page will state: “Click here to schedule your examinations.”

- Select PR (skills evaluation) first. Select the test site you want to use and a calendar will appear with available test dates highlighted.
- Select the date you want and repeat the process for the AW (Written) or AO (Oral English).
- Proceed to checkout and select your form of payment. When completed, you will receive a Confirmation Notice and Receipt of Payment via email.

## ACCOMMODATIONS

Credentia complies with the Americans with Disabilities Act and will provide reasonable accommodations to anyone with a documented disability who might need a little help in accessing the test.

Test accommodations may include things like:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility, hearing or vision difficulties who cannot read or write on their own

Test accommodations will be considered on a case-by-case basis. If you're requesting accommodations because of a disability, you must provide proof of your condition.

This may include:

- Supporting documents from the professional who diagnosed the condition
- A description of past accommodations that you have received

Please visit [www.credentia.com/accommodations](http://www.credentia.com/accommodations) full details on the accommodations process and required supporting documentation.

## TESTING LOCATIONS

In-Facility Testing (INF) - In facility testing is when your state-approved Training Program Nurse Aide instructor has made arrangements with Credentia to test at your training program on a specific date.

Regional Test Sites (RTS) - Locations available for delivering the NNAAP® written and skills exam and are open to the public. Please view our website, <https://credentia.com/test-takers/ga>. Go to “Active Regional Testing Sites” to view available sites.



## Cancellations

You can easily cancel or reschedule an exam online using your CNA365 account. Go to [www.credentia.com/test-takers/ga](http://www.credentia.com/test-takers/ga) and click on “How to Cancel or Reschedule an Exam” in the Resources section of the webpage.

Remember: You need to cancel or reschedule your Online Written (or Oral) examination at least 48 hours (2 days) before your scheduled test time.

If you are unable to attend your test, you must call Credentia Customer Service at least nine (9) business days before the test date to reschedule (Saturday and Sunday and national holidays are not considered business days). If you don't call Credentia at least nine (9) business days before your test date to reschedule, and do not show up for your scheduled test, you will be responsible for the test fee. Your fee will not be refunded and cannot be transferred to a new test date, and you may not give your test date to another person.

- If you do notify Credentia in time, there is no penalty, and your fee may be transferred to your new test date. If your employer paid your test fee, you should tell them about missing the test or rescheduling. Let them know how you have handled rescheduling and when you plan to take the test again.
- If you do not report to the testing location on the day of your scheduled test, you will be considered a “no-show” and you will not get your testing fee back. An unexcused absence will not count as one of your 3 “opportunities” to pass the test.

## RESCHEDULING

You can now use your CNA365 account to reschedule your exam. Go to [www.credentia.com/test-takers/ga](http://www.credentia.com/test-takers/ga) and click on “How to Cancel or Reschedule an Exam” in the Resources section of the webpage.

If you want to reschedule by phone, call (800) 457-6752. You can reschedule your exam one time and you must contact Credentia at least nine (9) business days before your exam.

## REFUNDS

Once payment of exam fees is received, **NO REFUNDS WILL BE ISSUED.**

## ABSENCE POLICY

Candidates who are late or absent from an exam may submit an excused absence via CNA365 within 14 calendar days of the exam date for the following reasons:

- Illness of yourself or a member of your household
- Death in the family
- Traffic accident or ticket
- Court appearance or jury duty
- Military duty
- Weather emergency
- Incarceration

Your request must include documentation or verification for the cause of the absence. For example, if you are absent because of jury duty, you must upload a copy of the court notice. In the case of illness, verification from a medical provider must be included in your request. Please note, a request takes approximately 3-5 business days to review. The decision of Credentia to approve or deny the excused absence will be final.

## WEATHER EMERGENCIES

A test center/online examination will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the test site inaccessible or unsafe, the examination will be delayed or cancelled. In the event of an examination change due to a weather emergency, candidates will be contacted with the information on file by phone and email of cancellation.

# Exam Day

## TAKING YOUR EXAM ONLINE

You can take your Written/Oral exam from home or work through Credentia online proctoring. A live proctor (someone who supervises the test) will securely monitor you through the webcam on your workstation. Online exams also offer you more scheduling flexibility than test center exams to fit with your schedule.

Please visit [www.credentia.com/online-exams](http://www.credentia.com/online-exams) for information on what to expect and how to best prepare for your online exam. We also recommend that you click on the “Policies & Procedures” link on this webpage to review the exam rules and procedures.

### WHAT YOU'LL NEED

- The right computer – a desktop, laptop or Chromebook with a single monitor (no smartphones or tablets). Visit [www.credentia.com/online-exams](http://www.credentia.com/online-exams) to view or download system requirements.
- A private room – if you don't have access to a private room, check with your training program or local library for availability.
- A mobile device – the proctor will need to see all around your exam area with a 360-degree room scan. Please be sure you have a smartphone or tablet (Apple or Android) that can do this using our free app.

### WHAT TO DO IN THE DAYS BEFORE YOUR ONLINE EXAM:

- Run a system test – make sure to do the required system test and exam simulation before exam day. Visit [www.credentia.com/online-exams](http://www.credentia.com/online-exams) and select the “Run System Test” button.
- Find your testing space – you need a quiet area in your home or office to take your exam
- Get your ID ready – you are required to have two (2) forms of official ID with a signature (One form of identification must be a U.S. government-issued Social Security (SS) card, signed and not laminated.). A second form of identification must be any of the items listed below and must be photo-bearing:
  - U.S. Government Issued Driver's license
  - State-issued identification card
  - Passport
  - Alien registration card
  - Georgia- Issued Voter ID Card
  - Georgia Temporary Driver's License
  - Signed Photo High School I.D. (for high school students)
  - Signed Photo University I.D. (for university students)
  - U.S. issued Photo Bearing Signed Military I.D.
  - Certificate of Naturalization

The name on your identification must be the same as the name you used on the application to register for the examination.

If you do not have proper identification, you will not be allowed to take the test and your examination fee will not be refunded.

**IMPORTANT:** If you can't take the test because of this, it still counts as one of your 3 chances to take the exam because you were not prepared — please have the correct forms of identification!



GO ONLINE to learn more about what to expect before your testing day and the day of testing  
[credentia.com/test-center-exams](http://credentia.com/test-center-exams)

## WHAT TO DO ON YOUR ONLINE EXAM DAY

### STEP 1: Prepare your testing space

- Quiet: no background noise and tell members of your household you are taking your test.
- Well lit: proctors must be able to see you and your testing space well.
- Privacy: no one else in the room.
- Remove prohibited items: clear workstation area to expedite room scan.
- Restroom/Beverages: use restroom and prepare beverages before exam.

### STEP 2: Have your ID ready

Have your government-issued photo ID with you. (See list or proper identification in section above.)

### STEP 3: Prepare your computer

- Disconnect any additional monitors and close all other open applications.
- Have your chargers (laptop, smart phone or tablet) plugged in or nearby.
- Use a wired internet connection rather than WiFi, if possible.
- If using WiFi, we recommend at least 3Mbps and ask that other people in your house do not use the internet during your exam.
- Disconnect any VPNs or firewalls if you have them.

### STEP 4: Download the ExamRoom 360 app

Download the ExamRoom 360 app to your smartphone or tablet and have your CNA365 login credentials available (the user name and password for your Credentia CNA365 account). This app is required to complete a 360 degree room scan.

### STEP 5: Check in for your exam

- You can begin to check in up to 30 minutes before your appointment. Your onboarding agent will make sure everything is ready for your exam before introducing your proctor (the test supervisor).
- How to check in: Go to [www.credentia.com/test-takers/ga](http://www.credentia.com/test-takers/ga) and click the “CNA365 login” button. Once logged in, find your scheduled exam and select the “Start Exam” button.



# Exam Day

## TAKING YOUR CENTER EXAM IN PERSON

### CHECKING IN

- You must arrive 30 minutes before your scheduled time for BOTH the written examination and for the skills evaluation. If you are late for the written examination you will not be allowed to test and your fees will not be refunded.
- If you missed your written examination and are scheduled for a skills evaluation, please arrive 30 minutes prior to your scheduled time. Skills Evaluation test times are approximate.

PLEASE NOTE: You will be required to check in for both the written examination and for the skills evaluation. You will be required to present proper identification.

### WHAT TO BRING

You MUST have the following items with you when you take the NNAAP Examination:

- Two (2) forms of official (current, not expired), legible, signature-bearing identification, one of which must be photo identification
- Three (3) No. 2 pencils (sharpened)
- Eraser
- Analog watch with a sweeping seconds hand (not a digital or Smartwatch)

No other materials will be allowed.



GO ONLINE to learn more about what to expect before your testing day and the day of testing [credentia.com/test-center-exams](https://credentia.com/test-center-exams)

### PROPER IDENTIFICATION

Get your ID ready – you are required to have two (2) forms of official ID with a signature (One form of identification must be a U.S. government-issued Social Security (SS) card, signed and not laminated.). A second form of identification must be any of the items listed below and must be photo-bearing:

- U.S. Government Issued Driver's license
- State-issued identification card
- Passport
- Alien registration card
- Georgia- Issued Voter ID Card
- Georgia Temporary Driver's License
- Signed Photo High School I.D. (for high school students)
- Signed Photo University I.D. (for university students)
- U.S. issued Photo Bearing Signed Military I.D.
- Certificate of Naturalization

The name on your identification must be the same as the name you used on the application to register for the examination.

If you do not bring proper identification, you will not be allowed to test and your examination fee will not be refunded. This absence will count as one of your 3 opportunities to test because you were not prepared with the correct forms of identification.

### SECURITY AND CHEATING

If you give help to or receive help from anyone during the NNAAP Examination, the examination will be stopped. The incident will be reported to the Georgia Department of Health for review and your examination will not be scored (see Testing Policies).

Please note that all examination questions, each form of the examination, and all other examination materials are copyrighted by, the property of or licensed to Credentia. Consequently, any distribution of the examination content or materials through any form of reproduction or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove examination material or information from the test site will be prosecuted.

## TESTING POLICIES

The following policies are observed at each test site.

### LATENESS

Plan to arrive thirty (30) minutes before the examination starts. If you are late for your scheduled examination or do not bring all your required materials, you will NOT be allowed to test and your examination fee will NOT be returned.

### ELECTRONIC DEVICES

Cellular phones, beepers, or any other electronic devices are not permitted to be used and must be turned off during testing, and there is no place for storage of personal belongings at the test sites.

### STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Credentia is not responsible for lost or misplaced items.

### EATING/DRINKING/SMOKING

You are not permitted to eat, drink or smoke during the examination.

### MISCONDUCT

If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the examination and reported to the Department of Health. Decisions regarding disciplinary measures are the responsibility of that agency.

### GUESTS/VISITORS

No guests, visitors, pets or children are allowed at the test sites.

# The Written (or Oral) Exam

## WRITTEN EXAM

The Nurse Evaluator will hand out materials and give instructions for taking the Written Examination. The Written Examination has seventy (70) multiple-choice questions. You will have two (2) hours to complete the Written Examination. You will be told when fifteen (15) minutes are left to finish. Fill in only one (1) oval on the answer sheet for each question. Markings in the test booklet will not be accepted as answers. Your answers must appear on the separate answer sheet. Sample questions for the Written Examination are located on page 15.

## ORAL EXAM

The Oral Examination consists of sixty (60) multiple-choice questions and ten (10) reading comprehension questions and is given on an MP3 player. Each of the sixty (60) multiple-choice questions will be repeated two (2) times, after which you mark your answer on an answer sheet. The reading comprehension questions test your knowledge of and familiarity with common, job-related words. Each of these words is repeated three (3) times. You have two (2) hours to complete the entire Oral Examination. You must pass both the multiple-choice and reading comprehension sections in order to pass the Oral Examination.

## SELF-ASSESSMENT READING TEST

A self-assessment reading test, found on page 16 of this handbook, will help you decide if you should take the Oral Examination.

# 2016 Written (or Oral) Exam Content Outline

The revised content outline is based on the findings from the 2014 Job Analysis and Knowledge, Skill, and Ability Study of Nurse Aides published by the National Council of State Boards of Nursing (NCSBN) in 2015. The examination content outline will be effective January 2016.

The NNAAP written examination is comprised of 70 multiple-choice items; 10 of these items are pretest (non-scored) items on which statistical information will be collected. The NNAAP oral examination is comprised of 60 multiple-choice items and 10 reading comprehension (word recognition) items. The candidate is allowed to choose between a written and an oral examination.



	% Of the exam	% Of questions in the exam
<b>I. Physical Care Skills</b>		
A. Activities of Daily Living	14%	9
1. Hygiene		
2. Dressing and Grooming		
3. Nutrition and Hydration		
4. Elimination		
5. Rest/Sleep/Comfort		
B. Basic Nursing Skills	39%	23
1. Infection Control		
2. Safety/Emergency		
3. Therapeutic/Technical Procedures		
4. Data Collection and Reporting		
C. Restorative Skills	8%	5
1. Prevention		
2. Self Care/Independence		
<b>II. Psychosocial Care Skills</b>		
A. Emotional and Mental Health Needs	11%	6
B. Spiritual and Cultural Needs	2%	2
<b>III. Role of the Nurse Aide</b>		
A. Communication	8%	4
B. Client Rights	7%	4
C. Legal and Ethical Behavior	3%	2
D. Member of the Health Care Team	8%	5

# Sample Questions

The following questions are samples of the kinds of questions that you will find on the Written Examination. Check your answers to these questions in the box below.

1. The client's call light should always be placed:  
(A) on the bed  
(B) within the client's reach  
(C) on the client's right side  
(D) over the side rail
2. Which of the following items is used in the prevention and treatment of bedsores or pressure sores?  
(A) rubber sheet  
(B) air mattress  
(C) emesis basin  
(D) restraint
3. When caring for a dying client, the nurse aide should:  
(A) keep the client's room dark and quiet  
(B) allow client to express his feelings  
(C) change the subject if client talks about death  
(D) contact the client's minister, priest or rabbi
4. What does the abbreviation ADL mean?  
(A) Ad Lib  
(B) As Doctor Likes  
(C) Activities of Daily Living  
(D) After Daylight
5. After giving a client a back rub, the nurse aide should always note:  
(A) the last time the client had a back rub  
(B) any change in the client's skin  
(C) client's weight  
(D) amount of lotion used
6. How should the nurse aide communicate with a client who has a hearing loss?  
(A) face the client when speaking  
(B) repeat the statement  
(C) shout so that the client can hear  
(D) use a high-pitched voice

## Correct Answers

1. B    2. B    3. B    4. C    5. B    6. A



# Self-Assessment Reading Test

The two (2)-part Self-Assessment Reading Test that appears below will help you decide if you should consider taking the Oral Examination instead of the Written Examination. To complete the reading test, follow the instructions provided below and select the answer to each question. When you have completed the reading test, you will be able to determine the number of questions you answered correctly.

## PART 1: VOCABULARY

1. Circle the best answer to each question.
2. When you have finished, check your answers using the answer key on page 17.
3. Count up the number of correct answers.
4. If your score is less than 17, you may have difficulty reading the Written Examination and should consider taking the Oral Examination.

1. You go to a doctor when you \_\_\_\_\_.  
(A) feel sleepy  
(B) need socks  
(C) feel sick  
(D) need money  
(E) need clothes
2. A person who flies an airplane is its \_\_\_\_\_.  
(A) pilot  
(B) steward  
(C) mother  
(D) surgeon  
(E) director
3. You use a \_\_\_\_\_ to write.  
(A) bow  
(B) calculator

- (C) pencil  
(D) carpenter  
(E) needle
4. To exit a room means to \_\_\_\_\_ it.  
(A) enter  
(B) leave  
(C) forget  
(D) read  
(E) interrupt
5. A wedding is a joyous \_\_\_\_\_.  
(A) focus  
(B) vehicle  
(C) balloon  
(D) occasion  
(E) civilization
6. To require something means to \_\_\_\_\_ it.  
(A) need  
(B) have  
(C) forget  
(D) understand  
(E) hear
7. You \_\_\_\_\_ something to find its length.  
(A) slice  
(B) lock  
(C) measure  
(D) force  
(E) tape
8. Soup is served in a \_\_\_\_\_.  
(A) plate  
(B) bowl  
(C) fork  
(D) chair  
(E) closet
9. To accompany someone means to \_\_\_\_\_.  
(A) disagree with him  
(B) work for him

- (C) go with him  
(D) speak to him  
(E) choose him
10. A nursing home resident receives \_\_\_\_\_ from the staff.  
(A) quality  
(B) fame  
(C) interruption  
(D) care  
(E) work
11. Medicine is used to \_\_\_\_\_ pain.  
(A) widen  
(B) conjure  
(C) enliven  
(D) increase  
(E) relieve
12. To drench the flowers means to \_\_\_\_\_ them.  
(A) steam  
(B) drink  
(C) touch  
(D) soak  
(E) anger
13. A bicycle is a means of \_\_\_\_\_.  
(A) nourishment  
(B) transportation  
(C) prediction  
(D) collision  
(E) walking
14. When someone speaks in a whisper, it may be difficult to \_\_\_\_\_.  
(A) deceive  
(B) understand  
(C) frighten  
(D) estimate  
(E) regulate

## PART 2: COMPREHENSION

In this part of the reading test you will be provided with a series of brief paragraphs. You are to read each paragraph and then answer the questions that appear after the paragraph.

There are many different kinds of fish. All fish live in water. They use their tails and fins to swim.

15. Fish live in \_\_\_\_\_.  
(A) cups  
(B) houses  
(C) air  
(D) water  
(E) fountains
16. Fish use their \_\_\_\_\_ to swim.  
(A) tails  
(B) heads  
(C) gills  
(D) lungs  
(E) floats

Maria grew up on a farm. She loved the work on the farm. She knew when all of the crops had to be planted. She would like a job on a farm or in a flower garden.

17. Maria has had experience as a \_\_\_\_\_.  
(A) guide  
(B) farmer  
(C) driver  
(D) nurse  
(E) teacher
18. She would like to work in \_\_\_\_\_.  
(A) an office  
(B) a library  
(C) a garden  
(D) a hospital

(E) a supermarket

19. As a child Maria lived \_\_\_\_\_.  
(A) in the city  
(B) in an apartment  
(C) on a farm  
(D) in a large house  
(E) on the beach

Carolyn has a good job. She is a nurse in a large hospital. Every day she can help many people. She enjoys this very much. She also makes a good salary. Each month she can pay her bills and save some money.

20. Carolyn works in a \_\_\_\_\_.  
(A) hospital  
(B) doctor's office  
(C) garage  
(D) school  
(E) library
21. One of the things Carolyn enjoys is \_\_\_\_\_.  
(A) working in an office  
(B) helping people  
(C) reading books  
(D) working late hours  
(E) driving a car

22. With her salary she can pay her bills and \_\_\_\_\_.  
(A) buy furniture  
(B) give to charity  
(C) save money  
(D) buy new clothes  
(E) pay for college

This completes the Self-Assessment Reading Test.

### Answers

- |      |       |       |       |
|------|-------|-------|-------|
| 1. C | 7. C  | 13. B | 19. C |
| 2. A | 8. B  | 14. B | 20. A |
| 3. C | 9. C  | 15. D | 21. B |
| 4. B | 10. D | 16. A | 22. C |
| 5. D | 11. E | 17. B |       |
| 6. A | 12. D | 18. C |       |

If your score is less than 17, you may have difficulty reading the Written Examination and should consider taking the Oral Examination in place of the Written Examination.



GO ONLINE for a Quick Guide on how to get your exam score results in CNA365  
[credentia.com/test-takers/ga](https://credentia.com/test-takers/ga)

# The Skills Evaluation



## WHAT TO EXPECT

### SETTINGS

The Skills Evaluation is set up to look like an actual care-giving situation. The Skills Evaluation area will look like your work setting. It will have all the equipment needed to perform the assigned skills. The Skills Evaluation will be given by a Nurse Aide Evaluator. Before your Skills Evaluation begins, the evaluator will show you where equipment is and answer questions about using the equipment. Please arrive 30 minutes early. Please plan to spend the day. See pages 23-30 for the complete skills listing.

### WHO WILL ACT AS A CLIENT

The part of the “client” will be played by a candidate who will act like an elderly person. While you perform the skills, speak to the client as you would speak to an actual client in a nurse aide work setting. It’s good to speak to the client not only because it is part of quality care, but also because it will help you to relax as you perform the skills.

Please note, you cannot get help from anyone during the Skills Evaluation, and you must speak to the client in English so that the evaluator can understand and correctly score the evaluation. If either one of you gives help or receives help during the test or you and the client are talking in a language other than English, the test will be stopped.

### CANDIDATE VOLUNTEER REQUIREMENTS

You will need to act as a candidate volunteer for another nurse aide’s Skills Evaluation and play the role of a nursing home patient (client). You will get instructions on how you should act in your role as the client. You must wear flat, slip-on, non-skid shoes; a loose-fitting top with short sleeves that can be rolled up to the shoulder or tank top; and loose fitting pants that can be rolled up. You will have to put a gown on over your clothing. In no case should anyone remove clothing down to undergarments.

Before starting the test, you should tell the evaluator about any food or latex allergy or sensitivity to skin soaps or lotion. If you have trouble with any range of motion, you should tell the evaluator before you start.

You should not come to the test site with open sores on the skin.

Candidates with any open sores on their skin should reschedule their skills test to a later date.

### THE TASKS

The NNAAP Skills List shows all of the skills that you may be asked to do during the Skills Evaluation. The skills have been broken down into steps.

A step that is highlighted in bold type is called a Critical Element Step. Critical Element Steps are important steps that must be performed correctly in order for you to pass the skill. If you leave out a Critical Element Step or do not perform a Critical Element Step correctly, you will not pass the skill. However, if you perform only the Critical Element Step correctly, you do not automatically pass that skill. You must also correctly perform enough steps to meet the passing standard (or cut score) for each skill.

Before your Skills Evaluation begins, the Nurse Aide Evaluator will give you an instruction card that will list the five (5) skills selected for you to perform. Hand-washing will always be one of the skills to be performed. The remaining four (4) skills are randomly chosen from the skills listings on pages 23 to 30 of this handbook. You should perform the skills in the order they are listed on the instruction card.

- If you make a mistake, say so, and you will be instructed to tell the evaluator which step(s) is to be corrected and then to perform the step(s). You will not have to redo the entire skill, just the steps you want to correct. There are some exceptions to this rule. If you don’t put on gloves or take them off when required, and the evaluator reminds you to do that, then you will not get credit for trying to correct this step.
- If you want to correct a step that must be done in order — a step that has to be performed before or after another step — and you forget to say when the corrected step should be performed, you will not get credit for the correction.
- Once you begin a new skill, you can’t go back to correct the skill that came before it.

- The Nurse Aide Evaluator will not answer questions during the Skills Evaluation and will not tell you whether you performed a skill correctly. You may not receive help from anyone during the Skills Evaluation. If you do have any questions, please ask them before the Skills Evaluation begins.
- One (1) of the four (4) randomly selected skills will include a measurement skill (see the section below, Recording A Measurement, for more information on measurement skills).
- You must successfully complete five (5) out of the five (5) skills in the skill form to pass the Skills Evaluation. You will have 30 minutes to demonstrate all 5 skills. When 25 minutes have elapsed the Nurse Aide Evaluator will tell you that you have 5 minutes left.
- When you have finished your Skills Evaluation, the evaluator will tell you to wash your hands. This will not affect your score, but you must wash your hands as a hygiene measure.

## RECORDING A MEASUREMENT

For your Skills Evaluation, you must perform one measurement skill, such as blood pressure, radial pulse, respirations, urine output or weight. You will be given a special form, called a Recording Sheet for Measurement Skills, to write down the measurement. For example, if performing the Measures and Records Blood Pressure skill, you will write the complete systolic and diastolic pressures of your blood pressure reading in a box labeled Candidate Results.

On the following page is a copy of the recording sheet that will be used during the skills exam. You must record your results in the Candidate Results box on this sheet. This sheet will be used to record the results of the following measurement skills:

- Measures and Records Blood Pressure
- Measures and Records Weight of Ambulatory Client
- Measures and Records Urinary Output
- Counts and Records Radial Pulse
- Counts and Records Respirations

## Tips for the Skills Evaluation

- You will be expected to perform the skills just like you would in a nursing home setting. When water is required, you must use running water. You will be required to perform the Hand Hygiene skill.
- For your skills evaluation, you don't have to wash your hands for each skill. You can just tell the evaluator "Now I would wash my hands." You don't have to wash them each time, as long as you tell the evaluator when you would wash them if this were a real situation.
- For all steps other than hand-washing, you must actually perform the skill in order to get credit. You can't tell the evaluator what you would do for simulating a step. You have to actually do the step.
- After you have introduced yourself to the client for the first time, it is not necessary for you to introduce yourself each time you begin a new skill.
- To receive full credit for a measurement skill, you must accurately make the required measurement and then write that measurement on the Recording Sheet for Measurement Skills. The evaluator will provide the Recording Sheet to you at the test site. A sample of the Recording Sheet is shown on page 23 of this handbook. It's best for you to become familiar with the Recording Sheet before your scheduled test date.
- You must know how to use both a standing and a non-digital bathroom scale and must know how to set both types of scales to zero.
- You may not bring any of your own equipment to the test site (like a transfer/gait belt).
- It is important for you to place the call signal within the client's reach whenever you leave the client.
- Where the word "client" appears, it refers to the person receiving care.



## RECORDING SHEET FOR MEASUREMENT SKILLS

Date \_\_\_\_\_

Test Site ID \_\_\_\_\_

CANDIDATE NAME \_\_\_\_\_

CANDIDATE ID \_\_\_\_\_

EVALUATOR NAME \_\_\_\_\_

EVALUATOR ID \_\_\_\_\_

### SKILL TESTED

*Evaluator must check one box next to the skill being tested.*

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Blood Pressure | <input type="checkbox"/> Respirations |
|   | <input type="checkbox"/> Urine Output |
| <input type="checkbox"/> Radial Pulse   | <input type="checkbox"/> Weight       |

CANDIDATE RESULTS	EVALUATOR RESULTS

## Skills Listing

The 23 skills that follow are arranged in alphabetical order, except for the Hand Hygiene (Hand Washing) skill. Hand Hygiene is listed first as a reminder of the importance of performing this skill before all other skills. The numbered lines below each skill are the steps needed to perform that skill. Critical Element Steps are in bold type.

### SKILL 1 — HAND HYGIENE (HAND WASHING)

- 1 Address client by name and introduces self to client by name
- 2 Turns on water at sink
- 3 Wets hands and wrists thoroughly
- 4 Applies soap to hands
- 5 Lathers all surfaces of wrists, hands and fingers producing friction, for at least 20 (twenty) seconds, keeping hands lower than the elbows and the fingertips down**
- 6 Cleans fingernails by rubbing fingertips against palms of the opposite hand
- 7 Rinse all surfaces of wrists, hands and fingers, keeping hands lower than the elbows and the fingertips down**
- 8 Uses clean, dry paper towel/towels to dry all surfaces of fingers, hands and wrists starting at fingertips then disposes of paper towel/towels into waste container
- 9 Uses clean, dry paper towel/towels to turn off faucet then disposes of paper towel/towels into waste container or uses knee/foot control to turn off faucet
- 10 Does not touch inside of sink at any time

### SKILL 2 — APPLIES ONE KNEE-HIGH ELASTIC STOCKING

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Client is in supine position (lying down in bed) while stocking is applied
- 4 Turns stocking inside-out, at least to the heel
- 5 Places foot of stocking over toes, foot and heel
- 6 Pulls top of stocking over foot, heel and leg

- 7 Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints
- 8 **Finishes procedure with no twists or wrinkles and heel of stocking, if present, is over heel and opening in toe area (if present) is either over or under toe area; if using a mannequin, candidate may state stocking needs to be wrinkle-free**
- 9 Signaling device is within reach and bed is in low position
- 10 After completing skill, wash hands

### SKILL 3 — ASSISTS TO AMBULATE USING TRANSFER BELT

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 **Before assisting to stand, client is wearing non-skid shoes/footwear**
- 4 Before assisting to stand, bed is at a safe level
- 5 Before assisting to stand, checks and/or locks bed wheels
- 6 **Before assisting to stand, client is assisted to sitting position with feet flat on the floor**
- 7 Before assisting to stand, applies transfer belt securely at the waist over clothing/gown
- 8 Before assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing
- 9 Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing
- 10 On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position), and maintaining stability of client's legs by standing knee to knee or toe to toe with client
- 11 Walks slightly behind and to one side of client for a distance of ten (10)

- feet, while holding onto the belt
- 12 Assists client to bed and removes transfer belt
- 13 Signaling device is within reach and bed is in low position
- 14 After completing skill, wash hands

### SKILL 4 — ASSISTS WITH USE OF BEDPAN

- 1 Explains procedure speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before placing bedpan, lowers head of bed
- 4 Puts on clean gloves before placing bedpan under client
- 5 Places bedpan correctly under client's buttocks
- 6 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 7 After positioning client on bedpan and removing gloves, raises head of bed
- 8 Toilet tissue is within reach
- 9 Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished
- 10 Signaling device within reach and client is asked to signal when finished
- 11 Puts on clean gloves before removing bedpan
- 12 Head of bed is lowered before bedpan is removed
- 13 Ensures client is covered except when placing and removing bedpan
- 14 Empties and rinses bedpan and pours rinse into toilet
- 15 Places bedpan in designated dirty supply area
- 16 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 17 Signaling device is within reach and bed is in low position

## SKILL 5 — CLEANS UPPER OR LOWER DENTURE

- 1 Puts on clean gloves before handling denture
- 2 Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink
- 3 Rinses denture in moderate temperature running water before brushing them
- 4 Applies denture toothpaste to toothbrush
- 5 Brushes all surfaces of denture
- 6 Rinses all surfaces of denture under moderate temperature running water
- 7 Rinses denture cup and lid
- 8 Places denture in denture cup with moderate temperature water/solution and places lid on cup
- 9 Rinses toothbrush and places in designated toothbrush basin/container
- 10 Maintains clean technique with placement of toothbrush and denture
- 11 Sink liner is removed and disposed of appropriately and/or sink is drained
- 12 Removes and disposes of gloves (without contaminating self) into waste container and washes hands

## SKILL 6 — COUNTS AND RECORDS RADIAL PULSE

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Places fingertips on thumb side of client's wrist to locate radial pulse
- 3 Count beats for one full minute
- 4 Signaling device is within reach
- 5 Before recording, washes hands
- 6 **Records pulse rate within plus or minus 4 beats of evaluator's reading**

## SKILL 7 — COUNTS AND RECORDS RESPIRATIONS

- 1 Explains procedure (for testing purposes), speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Counts respirations for one full minute
- 3 Signaling device is within reach
- 4 Before recording, washes hands
- 5 **Records respiration rate within plus or minus 2 breaths of evaluator's reading**

## SKILL 8 — DONNING AND REMOVING PPE (GOWN AND GLOVES)

- 1 Picks up gown and unfolds
- 2 Facing the back opening of the gown places arms through each sleeve
- 3 Fastens the neck opening
- 4 Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)
- 5 Puts on gloves
- 6 Cuffs of gloves overlap cuffs of gown
- 7 **Before removing gown, with one gloved hand, grasps the other glove at the palm, remove glove**
- 8 **Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed**
- 9 Disposes of gloves into designated waste container without contaminating self
- 10 After removing gloves, unfastens gown at waist and neck
- 11 After removing gloves, removes gown without touching outside of gown
- 12 While removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out
- 13 Disposes of gown in designated container without contaminating self
- 14 After completing skill, washes hands



## SKILL 9 — DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Asks which shirt he/she would like to wear and dresses him/her in shirt of choice
- 4 Avoids overexposure of client by ensuring client's chest is covered
- 5 Removes gown from the left (unaffected) side first, then removes gown from the right (affected/weak) side
- 6 Before dressing client, disposes of gown into soiled linen container
- 7 **Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm**
- 8 While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints
- 9 Finishes with clothing in place
- 10 Signaling device is within reach and bed is in low position
- 11 After completing skill, washes hands

## SKILL 10 — FEEDS CLIENT WHO CANNOT FEED SELF

- 1 Explains procedure to client, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Before feeding, looks at name card on tray and asks client to state name
- 3 **Before feeding client, client is in an upright sitting position (75-90 degrees)**
- 4 Places tray where the food can be easily seen by client
- 5 Candidate cleans client's hands before beginning feeding
- 6 Candidate sits in a chair facing client during feeding
- 7 Tells client what foods and beverage are on tray
- 8 Asks client what he/she would like to eat first
- 9 Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful
- 10 Offers beverage at least once during meal

- 11 Candidate asks client if they are ready for next bite of food or sip of beverage
- 12 At end of meal, candidate cleans client's mouth and hands
- 13 Removes food tray
- 14 Leaves client in upright sitting position (75-90 degrees) with signaling device within client's reach
- 15 After completing skill, washes hands

## SKILL 11 — GIVES MODIFIED BED BATH (FACE AND ONE ARM, HAND AND UNDERARM)

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Removes gown and places directly in soiled linen container while ensuring client's chest and lower body is covered
- 4 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
- 5 Puts on clean gloves before washing client.
- 6 **Beginning with eyes, washes eyes with wet washcloth (no soap), using a different area of the washcloth for each stroke, washing inner aspect to outer aspect then proceeds to wash face**
- 7 Dries face with dry cloth towel/washcloth
- 8 Exposes one arm and places cloth towel underneath arm
- 9 Applies soap to wet washcloth
- 10 Washes fingers (including fingernails), hand, arm and underarm keeping rest of body covered
- 11 Rinses and dries fingers, hand, arm and underarm
- 12 Moves body gently and naturally, avoiding force and over-extension of limbs and joints
- 13 Puts clean gown on client
- 14 Empties, rinses, and dries basin
- 15 Places basin in designated dirty supply area
- 16 Disposes of linen into soiled linen container
- 17 Avoids contact between candidate clothing and used linens
- 18 Removes and disposes of gloves (without contaminating self) into waste

container and washes hands

19 Signaling device is within reach and bed is in low position

## SKILL 12\* — MEASURES AND RECORDS ELECTRONIC BLOOD PRESSURE

\*STATE SPECIFIC (EVALUATOR: DO NOT SUBSTITUTE THIS SKILL FOR SKILL 23 'MANUAL BLOOD PRESSURE')

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Has client assume a comfortable lying or sitting position
- 4 Client's arm is positioned at level of heart with palm up and upper arm is exposed
- 5 Selects appropriate cuff size
- 6 Feels for brachial artery on inner aspect of arm, at bend of elbow
- 7 Places blood pressure cuff snugly on client's upper arm and sensor/arrow is over the brachial artery site
- 8 Turns on the machine and ensures device is functioning. If the machine has different settings for infants, children and adults, selects the appropriate setting.
- 9 Pushes start button. If cuff inflates to more than 200 mm Hg then stops machine and uses cuff on client's other arm
- 10 Waits until the blood pressure reading appears on the screen and for the cuff to deflate, then removes the cuff
- 11 Signaling device is within reach
- 12 Before recording, washes hands
- 13 **After obtaining reading using BP cuff, records both systolic and diastolic pressures exactly as displayed on the digital screen**

## SKILL 13 — MEASURES AND RECORDS URINARY OUTPUT

- 1 Puts on clean gloves before handling bedpan
- 2 Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container
- 3 Rinses bedpan and pours rinse into toilet
- 4 Measures the amount of urine at eye level with container on flat surface (if between measurement lines, round up to nearest 25 ml/cc)
- 5 After measuring urine, empties contents of measuring container into toilet
- 6 Rinses measuring container and pours rinse into toilet
- 7 Before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 8 **Records contents of container within plus or minus 25 ml/cc of evaluator's reading**

## SKILL 14 — MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Client has non-skid shoes/footwear on before walking to scale
- 3 Before client steps on scale, candidate sets scale to zero
- 4 Asks client to step on center of scale and obtains client's weight
- 5 Asks client to step off scale
- 6 Before recording, washes hands
- 7 **Records weight based on indicator on scale. Weight is within plus or minus 2 lbs of evaluator's reading (If weight recorded in kg weight is within plus or minus 0.9 kg of evaluator's reading).**

## SKILL 15 — PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Ensures that client is supine in bed and instructs client to inform candidate if pain is experienced during exercise
- 4 **While supporting the leg at knee and ankle, bends the knee and then returns leg to client's normal position (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.**
- 5 **While supporting the foot and ankle close to the bed, pushes/pulls foot toward head (dorsiflexion), and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.**
- 6 Signaling device is within reach and bed is in low position
- 7 After completing skill, washes hands

## SKILL 16 — PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Instructs client to inform candidate if pain experienced during exercise
- 4 **While supporting arm at the elbow and at the wrist, raises client's straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.**

- 5 **While supporting arm at the elbow and at the wrist, moves client's straightened arm away from the side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.**
- 6 Signaling device is within reach and bed is in low position
- 7 After completing skill, washes hands

## SKILL 17 — POSITIONS ON SIDE

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before turning, lowers head of bed
- 4 Raises side rail on side to which body will be turned
- 5 Candidate assists client to slowly roll onto side toward raised side rail
- 6 Places or adjusts pillow under head for support
- 7 Candidate repositions arm and shoulder so that client is not lying on arm
- 8 Supports top arm with supportive device
- 9 Places supportive device behind client's back
- 10 Places supportive device between legs with top knee flexed; knee and ankle supported
- 11 Signaling device is within reach and bed is in low position
- 12 After completing skill, washes hands

## SKILL 18 — PROVIDES CATHETER CARE FOR FEMALE

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
- 4 Puts on clean gloves before washing
- 5 Places linen protector under perineal area including buttocks before

- washing
- 6 Exposes area surrounding catheter (only exposing client between hip and knee)
  - 7 Applies soap to wet washcloth
  - 8 **While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus, moving in only one direction, away from meatus, using a clean area of the washcloth for each stroke**
  - 9 **While holding catheter at meatus without tugging, using a clean washcloth, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the washcloth for each stroke**
  - 10 While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus using a dry cloth towel/washcloth
  - 11 Empties, rinses and dries basin
  - 12 Places basin in designated dirty supply area
  - 13 Disposes of used linen into soiled linen container and disposes of linen protector appropriately
  - 14 Avoids contact between candidate clothing and used linen
  - 15 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
  - 16 Signaling device is within reach and bed is in low position

## SKILL 19 — PROVIDES FOOT CARE ON ONE FOOT

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
- 4 Basin is in a comfortable position for client and on protective barrier
- 5 Puts on clean gloves before washing foot
- 6 Client's bare foot is placed into the water
- 7 Applies soap to wet washcloth
- 8 Lifts foot from water and washes foot (including between the toes)

- 9 Foot is rinsed (including between the toes)
- 10 Dries foot (including between the toes) with dry cloth towel/washcloth
- 11 Applies lotion to top and bottom of foot (excluding between the toes) removing excess with a towel/washcloth
- 12 Supports foot and ankle during procedure
- 13 Empties, rinses and dries basin
- 14 Places basin in designated dirty supply area
- 15 Disposes of used linen into soiled linen container
- 16 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 17 Signaling device is within reach

## SKILL 20 — PROVIDES MOUTH CARE

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before providing mouth care, client is in upright sitting position (75-90 degrees)
- 4 Puts on clean gloves before cleaning mouth
- 5 Places cloth towel across chest before providing mouth care
- 6 Secures cup of water and moistens toothbrush
- 7 Before cleaning mouth, applies toothpaste to moistened toothbrush
- 8 **Cleans mouth (including tongue and all surfaces of teeth), using gentle motions**
- 9 Maintains clean technique with placement of toothbrush
- 10 Candidate holds emesis basin to chin while client rinses mouth
- 11 Candidate wipes mouth and removes clothing protector
- 12 Disposes of used linen into soiled linen container
- 13 Rinses toothbrush and empties, rinses and dries basin
- 14 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 15 Signaling device is within reach and bed is in low position

## SKILL 21 — PROVIDES PERINEAL CARE

(Peri-Care) for Female

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
- 4 Puts on clean gloves before washing perineal area
- 5 Places pad/ linen protector under perineal area including buttocks before washing
- 6 Exposes perineal area (only exposing between hips and knees)
- 7 Applies soap to wet washcloth
- 8 Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke**
- 9 Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke**
- 10 Dries genital area moving from front to back with dry cloth towel/ washcloth
- 11 After washing genital area, turns to side, then washes rectal area moving from front to back using a clean area of washcloth for each stroke.
- 12 Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke
- 13 Dries rectal area moving from front to back with dry cloth towel/washcloth
- 14 Repositions client
- 15 Empties, rinses and dries basin
- 16 Places basin in designated dirty supply area
- 17 Disposes of used linen into soiled linen container and disposes of linen protector appropriately
- 18 Avoids contact between candidate clothing and used linen
- 19 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 20 Signaling device is within reach and bed is in low position

## SKILL 22 — TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen or door
- 3 Before assisting to stand, wheelchair is positioned alongside of bed, at head of bed facing foot or foot of bed facing head
- 4 Before assisting to stand, footrests are folded up or removed
- 5 Before assisting to stand, locks wheels on wheelchair**
- 6 Before assisting to stand, bed is at a safe level
- 7 Before assisting to stand, checks and/or locks bed wheels
- 8 Before assisting to stand, client is assisted to a sitting position with feet flat on the floor**
- 9 Before assisting to stand, client is wearing shoes
- 10 Before assisting to stand, applies transfer belt securely at the waist over clothing/gown
- 11 Before assisting to stand, provides instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing
- 12 Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing.
- 13 On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position) and maintaining stability of client's legs by standing knee to knee or toe to toe with the client
- 14 Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair
- 15 Lowers client into wheelchair
- 16 Positions client with hips touching back of wheelchair and transfer belt is removed
- 17 Positions feet on footrests
- 18 Signaling device is within reach

## SKILL 23\* — MEASURES AND RECORDS MANUAL BLOOD PRESSURE

\*STATE SPECIFIC (EVALUATOR: DO NOT SUBSTITUTE THIS SKILL FOR SKILL 12 'ELECTRONIC BLOOD PRESSURE')

- 1 Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
- 2 Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol
- 3 Client's arm is positioned with palm up and upper arm is exposed
- 4 Feels for brachial artery on inner aspect of arm, at bend of elbow
- 5 Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site
- 6 Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site
- 7 Candidate inflates cuff between 160mm Hg to 180 mm Hg. If beat heard immediately upon cuff deflation, completely deflate cuff. Reinflate cuff to no more than 200 mm Hg.
- 8 Deflates cuff slowly and notes the first sound (systolic reading), and last sound (diastolic reading) (If rounding needed, measurements are rounded UP to the nearest 2 mm of mercury)
- 9 Removes cuff
- 10 Signaling device is within reach
- 11 Before recording, washes hands
- 12 After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8 mm of evaluator's readings**

While a formal nurse aide "scope of practice" does not exist, these skills addressed as part of the NATCEP program constitute the range of acceptable duties that may be assigned to a nurse aide and that a nurse aide will be deemed competent to perform. Duties inherent to another professional scope of practice, such as those associated with a Licensed Practical Nurse or Registered Nurse, are deemed inappropriate for a nurse aide to perform.

# Exam Results

Credentia will give you your official test results (your score report) within a few hours after a testing event is completed for the day. Score reports are listed as Pass or Fail only, there is no numeric score included. Score reports are available Online to print or download.

To see your Score Report, please log into your CNA365 account by going to <https://credentia.com/test-takers/ga>. The Skills Exam Score Report lists the topics that were failed for each skill. The Written Exam Score Report shows which sections were failed but does not provide a breakdown of which questions or topics were missed. For additional information on how to access your exam results, click here <https://credentia.com/storage/scores/Exam-Score-Results-QRG-v1.0.pdf>.

## SCORE REPORTING

Credentia will give you your official test results (your score report) within a few hours after a testing event is completed for the day. Score reports are available online to print or download.

To see your score report, please log into your account at <https://i7.integral7.com/pana>

If it has been more than 24 hours and you are unable to view your score report in the portal, please contact customer service at 800-457-6752.

Test results will not be given over the telephone nor can they be sent by Credentia to your employer.

## IF YOU RECEIVE A FAILING SCORE

- If you fail the Written (or Oral) Examination or the Skills Evaluation, your Score Report will tell you how to retake either or both parts.
- If you fail either part of the NNAAP Examination three (3) times, you will need to complete another training program and retake BOTH parts of the NNAAP Examination, not just the part that was failed.
- In addition, if you were scheduled to take the exam 3 times and did not become licensed — either as a result of failing the exam or absence(s) — you will need to retrain.
- If you have used all three (3) allotted attempts for the Skills and/or Written exams, you are required to reenroll into a nurse aide training program course before you can reapply as an E1-New Nurse Aide. A full list of training programs can be found on your state's webpage. Visit [www.credentia.com](http://www.credentia.com) and select your state from the top-right of the screen.

See Registration and Scheduling for more details.

## HOW TO READ A FAILING SCORE REPORT

If you don't pass the Skills Evaluation, you'll get a Failing Score Report. The score report will list the five (5) skills that you performed and a score of Satisfactory or Unsatisfactory for each skill. Any skill with an Unsatisfactory result is considered a failed skill. You need a Satisfactory result on all five (5) skills in order to pass the Skills Evaluation.

**IMPORTANT:** Use your Failing Score Report to help you study for when you retake the Skills Evaluation. A failed skill will show the reason for the failure, and you can use this information to make sure you do this the skill correctly when you retake it. Find the skill you failed, and study the steps, especially steps listed as Unsatisfactory on the score report.

In the example below, a candidate got an Unsatisfactory on the skill Hand Hygiene. The numbers 1, 5 and 10 printed below the skill refer to steps that were missed or performed incorrectly. To study for retaking the Skills Evaluation, you should turn to the Skills Listing in this handbook, look for the Hand Hygiene skill, and review all the steps, especially steps 1, 5 and 10.

GEORGIA NNAAP® EXAMINATION RESULTS	
Exam: Skills	Result: Fail
<b>Skills Performance:</b>	
Hand Hygiene 1, 5, 10	Unsatisfactory
Provides Mouth Care	Satisfactory
Written Examination only	Satisfactory
Measures and Records Blood Pressure	Satisfactory
Puts One Knee-High Elastic Stocking on Client	Satisfactory
Assists Client to Ambulate using transfer belt	Satisfactory

A sample of a Failing Score Report

# Grievance Process

If you disagree with your score, you can file what's called a "grievance," an explanation or reason for why you think your score was not correct or fair.

- All grievances must be in writing and submitted through the online system. You must provide as much detail as possible. The grievance must be submitted within 30 days of your exam date. After we receive your grievance form, your complaint will be investigated. Once the investigation is complete, Credentia will contact you to tell you whether or not your grievance was accepted. If the grievance is accepted, you'll be allowed to retest at no additional cost.
- For details on how to submit a grievance, visit [www.credentia.com/test-takers/ga](http://www.credentia.com/test-takers/ga) and click on "Grievances" in the Resources section of the webpage. You will receive a response within 30 days of Credentia receiving your form.

# The Registry

## CHANGE OF ADDRESS OR NAME

**The Georgia Nurse Aide Registry must be kept informed of your current address and name.**

There is no charge for changing your name or address on the Registry. You may notify the Registry of a name or address change by using the Address or Name Change Reporting Form on the Nurse Aide Registry website ([www.mmis.georgia.gov](http://www.mmis.georgia.gov)) and click the **Nurse Aide** tab). Alternately, you may call the Nurse Aide Registry at **(800) 414-4358** or locally at **(678) 527-3010** to change your mailing address on the Registry.

If your name changes at any time after you are placed on the Registry, you must send written notification of this change to the Registry. Please remember, however, that if you changed your name, you **MUST** provide official documentation along with your notification. Written documentation must include 1) a COPY of your signed social security card with the new name on it, AND 2) a COPY of a court-issued marriage certificate, divorce decree, or other legal document that demonstrates the name change. Your notification must include your previous name, current name, mailing address, phone number, and Social Security number. All documents provided to the Registry in support of your name change **MUST** be official and legal documents. Any documents provided may be subject to verification with the issuing source.

**Failure to inform the Registry of an address or name change may jeopardize your listing status.** A correct address is required for you to receive notification for renewal.

If there is a change of name or address, it is the sole responsibility of the CNA to report this change. You must send written notification within ten (10) business days of this change to the Registry. Please notify Alliant Health Solutions as soon as possible if you are not able to make this change within ten (10) business days.

## LISTING RENEWAL

**Nurse aides on the Georgia Nurse Aide Registry must renew their registry listing to remain eligible for employment as a nurse aide.**

To be eligible for renewal based on employment, you must work for pay, performing nursing-related services, for at least eight (8) hours every twenty-four (24) consecutive months under the supervision of a nurse. This employment must be documented and reported to the Nurse Aide Registry prior to each listing expiration date. The listing expiration date is twenty-four (24) months from either the date of your last successful competency examination or last recertification date, whichever is more recent. A new state-approved nurse aide training course and/or competency examination is required if you do not work in a qualifying position for a twenty-four (24)

**Failure to inform the Registry of an address or name change may jeopardize your listing status.** A correct address is required for you to receive notification for renewal.

*Continued on next page.*



## RENEWAL NOTICE

Approximately sixty (60) days before the expiration of your Registry listing, the Registry will send a Renewal Application to the mailing address listed for you on the Registry. It is your responsibility to renew by the expiration date, even if you do not receive the Renewal Application from the Registry. If you do not receive a Renewal Application, or you misplace it, a Nurse Aide Renewal Application is available on the Registry web site [www.mmis.georgia.gov](http://www.mmis.georgia.gov) (click the **Nurse Aide** tab).

When you receive your Renewal Application, you will need a signature from your current or most recent employer to complete the employment verification section, and you will need to submit a copy of your proof of employment within the renewal period. The date of hire on your Renewal Application **MUST** be a date prior to the date your listing expired.

## RENEWAL FEE

There is no fee for re-listing on the Georgia Nurse Aide Registry certification. For more information about re-activating a lapsed Nurse Aide Registry listing, please call the Georgia Nurse Aide Registry at **(800) 414-4358** or locally at **(678) 527-3010**.

## PETITION FOR REMOVAL OF FINDING OF NEFLECT:

An individual whose nurse aide certification has been revoked due to a finding of Neglect may have that Neglect removed if they have fulfilled the provisions set forth by the Social Security Act cited below:

The Social Security Act 1319(g) (1) (D) and 1919(g) (D); includes a provision to address the removal of a neglect finding on a nurse aide from the Nurse Aide Registry in limited circumstances. The law requires that when there is a finding of neglect against an aide, the nurse aide may petition the state to have his or her name removed from the registry. If the state determines that the employment and personal history of the nurse aide does not reflect a pattern of abusive behavior or neglect; and the neglect involved in the finding was a singular occurrence. The law requires that a determination on a petition for removal cannot be made prior to the expiration of a one-year period beginning on the date which the finding against the nurse aide was added to the Nurse Aide Registry. You may send your petition to C.N.A. Abuse Registrar, 2 Peachtree Street, 31-447, Atlanta, GA 30303. Once granted, you will then need to contact Alliant Health Solutions for guidelines to update your certified nurse aide certification.

## Notes:

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