

Candidate Information Bulletin State of Wyoming

CERTIFIED NURSING ASSISTANT EVALUATION PROGRAM

PROMETRIC



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Interactive Practice Exams Now Available Online

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The Wyoming State Board of Nursing (WSBN) is responsible for the administration of the state's nursing assistant program. WSBN has contracted with Prometric to develop and administer its Certified Nursing Assistant (CNA) Competency Evaluation Program.

This bulletin describes the procedures for becoming a Wyoming CNA and being listed on the Registry. Follow these main steps if you are interested in becoming a CNA in Wyoming.



To Become a Certified Nursing Assistant in Wyoming

- 1 Complete the Wyoming Nursing Assistant Competency Evaluation Registration form. The registration form is also available online at www.prometric.com/nurseaide/wy.
- 2 Prepare for your tests, using the content outlines in this bulletin—Page 11.
- 3 Take your tests at your scheduled regional or in-facility test site. Be sure to bring the necessary identification with you to the test site—Page 5.
- 4 Once you have passed both tests, you will need to apply with the Department of Health to be placed on the Wyoming Nursing Assistant Registry—Page 7.



To Get Answers not Provided in this Bulletin

Direct all questions and requests for information about the testing process to:

Prometric

7941 Corporate Drive
Nottingham, MD 21236
Phone: 800.742.8736

www.prometric.com/nurseaide/wy

Direct all questions and requests for information about official regulations and guidelines for nursing assistants, endorsement or deeming to:

Wyoming State Board of Nursing

130 Hobbs Avenue, Suite B
Cheyenne, WY 82002
Phone: 307.877.7601

<http://nursing.state.wy.gov>

Eligibility to Test Requirements

Eligibility for taking the Competency Evaluation Program testing is established by meeting the following requirement:

- You will need to have completed training from a Wyoming state-approved nursing assistant training program within the last 24 months.

Temporary Permit

A Graduate Nurse Aide (GNA) Temporary permit (a one-time, 120 day permit) is issued to eligible applicants upon receipt of 1) Completion list from Instructor AND 2) Completed licensing application and fees submitted from applicant to the WSBN office.

Visit the WSBN website at <http://nursing.state.wy.us> under the apply tab select certified nursing assistants. Click on the CNA licensing application. Complete application and fees and mail to WSBN. Faxed applications will not be accepted.

During your temporary permit time period it is critical that you complete the following steps:

1. Complete your fingerprint cards as soon as possible.
2. Schedule your testing date.

You have up to one (1) year after successful completion of your training program or five (5) attempts, whichever comes first, to pass both parts of the competency evaluation & meet all application & eligibility requirements. The WSBN office will retain your application in its files for one (1) year.

A Criminal Background Check (CBC) may take up to sixty (60) days to complete. WSBN must be in receipt of all your application materials, fees and completed CBI report before a CNA certificate may be issued. Please do not delay accomplishing these three steps as your temporary permit will expire after 4 months (120 days) and cannot be renewed. If you have any questions, please contact WSBN at 307-777-7601.

Testing and Training Costs

A nursing assistant who is employed by, or who has received an offer of employment from, a federally certified nursing care facility on the date on which the aide begins a nursing assistant training and/or competency evaluation program cannot be charged for any portion of the program. (This includes any fees for textbooks or other required course materials.)

If you are not employed, or do not have an offer to be employed as a nursing assistant when you start a training program, but become employed or receive an offer of employment from a federally certified nursing care facility no later than 12 months after completing a nursing assistant training and competency evaluation program, the state must provide for the reimbursement of costs for completing the program. This reimbursement will be prorated during the period in which you are employed as a nursing assistant. You will apply for this reimbursement through your nursing facility employer who will require proof that you paid for your training and testing.

Scheduling Your Tests

If you are applying to be a Certified Nursing Assistant in Wyoming, you are responsible for completing two applications. The Application for Nurse Assistant Examination Registration is used for scheduling an examination with Prometric. The other application, Application for Wyoming Nursing Assistant Certification by Examination, is related to your temporary permit and certification and must be sent to the Wyoming State Board of Nursing. You may ask your employer or someone from your nursing assistant training program for assistance in completing the applications. The application(s) must include all required documentation or they will be considered incomplete.

The Certified Nursing Assistant (CNA) Competency Evaluation Program consists of a Clinical Skills Test and a Written/Oral test. You must pass both tests to become a CNA.

If you **are** employed by a nursing facility, the facility must arrange for your testing, but candidates/facilities are expected to complete and submit the registration form and payment prior to testing.

If you **are not** employed by a nursing facility, **you** must mail a completed Wyoming Nursing Assistant Competency Evaluation Registration form to Prometric. Paper forms can be found at www.prometric.com/nurseaide/wy. Complete the form clearly and accurately. Incomplete, illegible and/or unsigned registrations will be returned, which will delay your testing. Payment for testing and registration will need to accompany registration or it will be returned.

Admission to Test Letter

When a completed exam application and payment is received at Prometric it will be processed and the candidate will be scheduled for an exam on a first come first serve basis at the preferred site requested by the candidate. The candidate will be emailed an Admission to Test Letter (ATT) that will include the test site location as well as the start time of the exam.



Note Wyoming requires that a candidate complete testing within 12 months of the training completion date.

Status Emails

You will receive a status email from Prometric when we receive your application and schedule you for your exam. These notices will also inform you if your application was incomplete.

In-Facility Testing

Nursing homes and training programs that wish to have candidates take exams in their facilities must reach out to Prometric to complete a contract.

Request for In-Facility Testing Form. Once an In-Facility Contract is on file with Prometric, the nursing home or training program may then request in-facility testing by submitting a Request for In-Facility Testing form. There must be a minimum of four candidates testing for a testing date to be approved.

After Prometric receives the form, a Nursing Assistant Evaluator will be scheduled for one of the facility's requested exam dates and Prometric will confirm the event details with the facility. The facility must then send the fees and completed applications of the candidates testing on the exam day to Prometric 10 business days prior to the requested testing date.

Regional Test Sites

Prometric gives the Clinical Skills Test and Knowledge Test at regional test sites located throughout the state. A list of current regional test sites is available online at www.prometric.com/nurseaide/wy.

Fee Information

Testing fees are paid to **Prometric** when the registration is processed and must be paid with a nursing facility check, cashier’s check, money order, or credit card.

Fees are as follows:

Test Options	Fees
Written Test (English or Spanish) and Clinical	\$115.00
Oral Test (English or Spanish) and Clinical	\$115.00
Written Test ONLY (English or Spanish)	\$30.00
Oral Test ONLY (English or Spanish)	\$30.00
Clinical Test ONLY	\$85.00



Important Print your name on money orders, certified checks, or company checks. Testing fees are nonrefundable and nontransferable.

Special Test Considerations

ADA Accommodation. If you need testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.742.8736. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge. Candidates must submit a Nursing assistant ADA Accommodations Request Packet available on www.prometric.com/nurseaide/wy with their testing application and fees. **Thirty day (30)** advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

The Clinical Skills and Written/Oral tests are written so as not to exceed a sixth-grade reading level as required by the Wyoming Competency Evaluation Program. Oral testing cannot be substituted for the literacy skills required for the Program.

ESL Accommodation. If English is your second language, a language barrier is not considered a disability.

Rescheduling a Test Appointment

Rescheduling fees will apply as follows:

- **\$25 fee** if you reschedule **at least 5 days** before your test.
- If you reschedule **less than 5 days** before your test you will lose your test fee and be considered a no show for the exam. In order to reschedule you will need to pay the entire test fee again.

If Absent or Late

If you miss your test, are late and are not allowed to test, you will need to schedule a new exam appointment and pay the exam fee of the exam(s) you missed.

Emergency Closing

If a test administration is canceled due to weather conditions or other major events, you will be rescheduled for another appointment without additional cost.

Taking Your Tests

First-time testers will be scheduled to take both the Clinical Skills Test and the Written/Oral Test on the same day. You should arrive at least **30 minutes before** your scheduled test appointment. This allows time for you to sign in and for staff to verify your identification.

What to Bring to the Test Site

You must bring all of the following items with you to the regional test site.

- **Authorization to Test (ATT) Letter.** You must present the original letter sent to you by Prometric.
- **Photo Identification with Signature** (such as a driver's license, passport, or Wyoming ID card). This identification must be current (non-expired) and must have a photograph and a signature.
- **A second form of Identification with Signature** (such as a school ID card, facility ID, credit card, or library card).

ID that is cracked, torn or may have been tampered with will not be accepted and you may not be admitted to test.



Important If you fail to bring all of the required documents listed your testing appointment, you will not be allowed to test.

Clinical Skills Test Overview

The Clinical Skills test is a timed test. You will be scored on five skills. While performing three assigned skills, you will also be scored on two additional skills - Handwashing and Indirect Care. Indirect Care is care related to resident rights, communication with the resident, resident safety and comfort, and infection control. The outline shown on Page 11 is a list of the possible tasks you might be asked to perform during the Clinical Skills Test. Each test form has its own time limit based on the combination of skills being asked to perform. The instruction card you will be given will advise you of your time limit.

To pass the Clinical Skills test, you must pass all five skills. You are not required to perform the skill perfectly, but you are required to demonstrate competency of the skill. Each skill has a list of checkpoints. The Nursing Assistant Evaluator (NAE) will watch you perform the skill and compare your performance to the checkpoints for the skill. A Clinical Skills Checklist is located online at

www.prometric.com/nurseaide/wy.

Once you are at the test site, listen carefully to the instructions given by the NAE. You will be given an instruction sheet to refer to during testing that lists the skills you are to perform. The test will take place in a clinical laboratory, with someone acting as a resident or with a mannequin.

The rules for the Clinical Skills test allow you to make corrections while performing a skill. You must tell the NAE that you are making a correction during the skill. Once you have completed a skill and have indicated to the NAE that you are done with the skill, you may not go back to correct a previous skill.

The NAE who administers the Clinical Skills test is not permitted to teach, coach, or discuss your results or performance with you.

Written/Oral Test Overview

You will take the Written/Oral Test on a computer at the test site. You do not need computer experience to take the test. You will use a computer mouse to select

answers. Before you begin the test, you will have the chance to answer several practice questions to make sure you know how to use the computer.

The Written/Oral Test consists of 60 multiple-choice questions that evaluate your nursing assistant knowledge and skills. You will have 90 minutes to take the test. The content outline shown on Page 11 is the basis for the Knowledge Test. The outline lists all topics covered in the test and the approximate percentage of questions asked about each topic.

Practice Exam

A Nursing Assistant Practice Exam is available online at www.prometric.com/nurseaide. The practice exam is created in the same format and uses the same question types as the actual certification exam. The practice exam will also help you become familiar with the computer-based testing process.

During the practice exam, you will get immediate feedback to correct and incorrect responses as well as overall feedback at the end of the session. The practice exam will list rational statements and reference listings for further study.

The Written Nursing Assistant Practice Exam contains 50 questions. The fee for each practice exam is \$10. A super pack of all 3 practice exams is available for \$25 and is payable online using a credit or debit card at the time you purchase the practice exam.

The Clinical Skills Readiness Test allows you to prepare for your skills exam by testing your knowledge of the skills you will need to perform on the day of testing. There are 6 tests available with 3-4 skills in each. The fee for each Clinical Skill Readiness test is \$5 to \$7 with a super pack of all skills available for \$25. The fee is payable online using a credit or debit card at the time you purchase the practice exam.

Sample Test

A Nursing Assistant Certification Sample Test is located on Page 13 of this bulletin. The sample test is intended to help you become familiar with the exam format. How well you do on this sample test does not predict your results on your actual test.

Test Site Regulations

The following regulations will be observed at each test site. If you do not follow these rules, it will result in the disqualification of your test. Prometric reserves the right to audiotape and videotape any testing session.

References

- No reference materials, papers or study materials are allowed at the test site. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored.

Personal Items

- Prometric is not responsible for personal items brought to the test site. It is recommended that personal items not be brought into the test site. Note the following:
 - Electronic equipment is **not** permitted in the testing area. This includes **cell phones**, PDAs, pagers, cameras, tape recorders, etc. All of these items will be collected by the Nursing Assistant Evaluator (NAE).
 - Other personal items—purses, briefcases, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the test site. Access to purses will not be allowed during testing.

Restroom Breaks

- If you leave the testing room while a test is taking place, you must sign out/in on the roster and you will lose testing time.
- You will not have access to any personal items during this break.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors, children, or family members are allowed at the test site.

Misconduct or Disruptive Behavior

- If you engage in any disruptive or offensive behaviors, you will be dismissed from the test. If dismissed, your test results will be invalid and the details of the misconduct will be reported to the Board of Nursing. Examples include giving or receiving help, **cell phones ringing in the test site**, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the test site.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test site administrator will collect any materials that violate the rules.

If Questions Arise. Test site employees are not allowed to answer any questions about the test content. If you do not understand a question on the test, you should answer the question to the best of your ability.

Copyrighted Questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your Test Results

Your test is scored at the test site. You will know if you passed or failed after you take the test. You will receive an official printed result at the test site.

Passing Candidates

Prometric maintains a file of all people taking a test and reports the names of those who successfully pass both the Clinical Skills and Written/Oral tests to the state.

Unsuccessful Candidates

If you were unsuccessful in either test and remain eligible to retest, you need to reapply by mailing a new completed application and test fees to Prometric (or contacting Prometric by phone if paying by credit card).


In the event your results are not provided at the test site due to a malfunction with the test site printer, please follow the following steps to retrieve your results:

Clinical Skills exam results

The email address utilized on the application will allow you to access your score report electronically.

If your application was submitted under your Site Contact's email address, please contact the Site Contact to assist with providing your score report. Instruction on how to access score reports are outlined below:


- 1 Logon to <https://tcnet.prometric.com/wycna>.

- 2 Select Forgot Password? 
- 3 Ensure the "Reset Password via E-Mail" is selected. Enter your Prometric ID as your username (this number is on your ATT letter). If you do not have your letter, you can contact customer service to get it.
- 4 Continue following the onscreen instruction for resetting password via email. Note: If your application is registered under your Site Contact's email, please contact the Site Contact to assist with accessing your score report.
- 5 Once your password reset is complete, logon to <https://tcnet.prometric.com/wycna>.
- 6 In the Main Menu, click on the link that says Review Scores.
- 7 Click on the date of the exam results listed in the history box to obtain your Clinical Skills exam score report.
- 8 To see which checkpoints you missed on your exam, click on the link in the score report that says Item Feedback.

Written (Oral) exam results

The email address utilized on the application will allow you to access your score report electronically.

If your application was submitted under your Site Contact's email address, please contact the Site Contact to assist with providing your score report. Instruction on how to access score reports are outlined below:

- 1 Logon to <https://tcnet.prometric.com/wycna>.
- 2 Select Forgot Password? 
- 3 Ensure the "Reset Password via E-Mail" is selected. Enter your Prometric ID as your username (this number is on your ATT letter). If you do not have your letter, you can contact customer service to get it.
- 4 Continue following the onscreen instruction for resetting password via email. Note: If your application is registered under your Site Contact's email, please contact the Site Contact to assist with accessing your score report.
- 5 Once your password reset is complete, logon to <https://tcnet.prometric.com/wycna>.
- 6 In the Main Menu, click on the link that says Review Scores.
- 7 Click on the date of the exam results listed in the history box to obtain your Written exam score report.

Important You may only take the Clinical Skills Test and/or the Written/Oral Test up to five times each. If you are unable to pass both tests after five attempts, you will be required to retrain before retesting.

Appeals Process

Our goal is to provide a quality test and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your test. Our personnel will review your comments, but you will not receive a direct response.

If you are requesting a response about test content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit

an appeal in writing within 60 days of your test date. Your appeal letter must provide your name and Prometric ID number, the test title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
 7941 Corporate Dr.
 Nottingham, MD 21236

The Appeals Committee will review your concern and send you a written response with acknowledgement of receipt within 10 business days.



Important Faxed or emailed appeals will not be accepted because an original signature is required.

Certified Nursing Assistant Registry

After you successfully pass the Competency Evaluation Program — both the Clinical Skills Test and the Written/Oral Test — and any other state-specific requirements, you will need to apply to be placed on the Wyoming Nursing Assistant Registry. Your Nursing Assistant Registry document is valid for two years from the time of issue.

Registry Verification

Before an individual can be hired as a nursing assistant, the employer must contact the Registry and verify that the person has met the competency evaluation requirements and that the individual is in good standing on the Registry. Verification can be done online at <https://health.wyo.gov/aging/hls/certified-nurse-aides/>

Nursing assistants with findings of resident abuse, neglect, and/or misappropriation of resident property will remain on the Registry with the findings placed in their record. This information will be disclosed to the health facilities that call to verify a person's standing. Findings placed on the Registry are permanent and will be removed only when:

- The findings have been made in error;
- An individual has been found not guilty in a court of law; or
- The state is informed of a registrant's death.

A nursing assistant under investigation for resident abuse, neglect and/or misappropriation of resident property is given a hearing and has an opportunity to rebut findings in the Registry. Only validated findings are placed on the Registry.

This is public information.

How Long Can I Work Without Being Certified?

Once your temporary permit is issued, you have 4 months (120 days) to complete testing and obtain certification. See page 3 of this handbook for further information. If you are **NOT** currently employed in a healthcare setting, you have up to one (1) year after successful completion of your training program, or within five (5) test attempts, whichever comes first, to pass both parts of the competency evaluation and meet all application and eligibility requirements.

Change of Address or Name

Address Change

If you have a change of address or change of name after certification, you must notify the Wyoming State Board of Nursing within ninety (90) days of the change. To change your address, email new address to: wsbn-info-licensing@wyo.gov.

Name Change

To change your name on our records, your name must have legally been changed by marriage, divorce, annulment or court order. Complete the Name Change Affidavit located on the WSBN website. The form must be notarized. Send the completed form along with a \$20 fee made out to the "Wyoming State Board of Nursing" (keep your money order carbon as your receipt).

Certification Renewal

The Wyoming State Board of Nursing has online renewal from October 1 – December 31 of every even year. Along with your renewal application, you must provide the following:

A CNA shall demonstrate competency by completing one of the following in the past two (2) years (waived during first renewal period if you were licensed by exam):

- Four hundred (400) hours of employment in the CNA role; or
- Two hundred (200) hours of employment in the CNA role and fifteen (15) hours of education that provide learning activities related to nursing practice; or
- Thirty (30) hours of education that provide learning activities related to nursing practice.
- A CNA who is unable to meet competency shall be required to repeat the training and competency evaluation.

Expired Certification/Failure to Renew

You are responsible for renewing your nursing assistant certification on or before December 31st of every even year. If you fail to renew your nursing assistant certification on or before December 31st of every even year, you must file for recertification. Please contact the Licensing/Examination Coordinators at (307) 777-7601 to obtain a recertification information packet.

You may not be employed as a certified nursing assistant with a lapsed/expired certificate. If you are working as a nursing assistant, and your certification has lapsed/expired, you shall be considered as functioning illegally and may be subjected to the penalties provided for violators under the provision of the Wyoming Nursing Practice Act and the Administrative Rules.

Moving out of state. If you are a nursing assistant moving from Wyoming to another state, you must contact the Registry of that state to see if your CNA status can be transferred to that state as requirements vary from state to state.

Examination Content Outlines

The Competency Examination consists of two tests, a Written/Oral test, and a performance-based Clinical Skills test. You must pass both the Written/Oral and Clinical Skills test within 12 months of completing your nursing assistant training.

Written/Oral Test Content Outline 60 questions—90 minute time limit

The following outline gives an overview of the content of Written Test. The test will include questions on the subjects contained in this outline.

- I. Role of the Nurse Aide - 20%**
- A. Personal responsibility
 1. Reporting requirements
 2. Promotion of personal health and safety
 3. Promotion and protection of resident rights
 4. Time management and work prioritization
 5. Workplace standards, including ethical and unethical behaviors
 6. Nurse Aide Registry
 - B. Nurse aide as a member of the health care team
 1. Job responsibilities of the nurse aide, including duties and limitations
 2. Interdisciplinary team member roles
 3. Teamwork principles (e.g., collaboration, cooperation, sharing information, customer service)
 4. The care planning process and implementation
 5. Nurse aide's responsibility to provide care according to the care plan
 - C. Interpersonal relations/communication skills
 1. Communication principles
 2. Communication types
 3. Factors affecting communication
 4. Therapeutic communication techniques
- II. Promotion of Safety - 22%**
- A. Potential hazards in the healthcare environment
 - B. Common injuries of residents (e.g., skin tears and shearing, falls, spills, burns, bruises)
 - C. Risks related to common injuries
 - D. Safety and comfort
 1. Comfort needs of the resident
 2. Accident prevention including fall prevention protocols
 3. Restraint techniques and alternatives
 4. Legal implications in the use of restraints
 5. Risk factors for elopement (resident leaving without staff knowledge)
 - E. Safety devices (e.g., wanderguard, alarms)
 - F. Infection prevention and control
 1. Maintaining a clean environment
 2. Factors that contribute to spread of disease-causing organisms
 3. Signs and symptoms of infections
 4. Practices that decrease the risk of exposure to disease-causing organisms
- III. Promotion of Function and Health of Residents - 20%**
- A. Personal care skills
 1. Feeding
 2. Bathing
 3. Perineal care, including catheter
 4. Foot/nail care
 5. Mouth care
 6. Skin care
 7. Toileting
 8. Grooming
 9. Dressing/undressing
 - B. Health maintenance/restoration
 1. Promoting circulation and skin integrity (e.g., specialized mattresses, chair cushions, positioning)
 2. Nutrition and hydration
 3. Sleep and rest needs
 4. Elimination (bowel and bladder)
 5. Mobility, including bed mobility
 6. Effects of immobility
 7. Care and use of assistive devices
 - C. Age-related changes
 1. Cognitive (e.g., memory) changes
 2. Psychosocial (e.g., relationships) changes
 3. Physical changes
 - Psychosocial needs of residents
 1. Fundamental human needs (e.g., Maslow's Hierarchy of Needs)
 2. Emotional support strategies
 3. Intervention strategies to assist residents in coping with losses and adjustments to nursing home placement (e.g., control, autonomy, privacy)
- G. Emergencies**
1. Emergency and disaster response protocols
 2. Immediate life-safety techniques
 3. Evacuation procedures
- H. Fire prevention and safety**

IV. Basic Nursing Care Provided by the Nurse

Aide - 24%

- A. Routine, chronic, non-life threatening situations
 - 1. Observation and reporting of physical changes
 - 2. Observation and reporting of behavioral changes
- B. Acute emergency situations
 - 1. Chest pain
 - 2. Cardiac arrest
 - 3. Respiratory distress
 - 4. Difficulty swallowing
 - 5. Choking/aspirations
 - 6. Vomiting
 - 7. Seizures
 - 8. Changes in mobility, speech, or other potential signs of stroke
 - 9. Diabetic situations
 - 10. Sudden onset of confusion or agitation
 - 11. Changes in level of consciousness
 - 12. Falls
 - 13. Bleeding
 - 14. Burns

V. Providing Specialized Care for Residents with Changes in Health - 14 %

- A. Physical problems
 - 1. Common physical impairments and related care
 - 2. Providing for safety, care, and comfort of residents with physical impairments
 - 3. Impact of impairment on resident safety, care, and comfort
- B. Psychological problems
 - 1. Common psychological impairments and related care (e.g., confusion, anxiety, depression, delirium, phobias, addiction)
 - 2. Special considerations for the safety, care, and comfort of residents with psychological impairments
- C. Care of the dying resident and post-mortem care
 - 1. Grief process
 - 2. Responding to the emotional needs of the resident, other residents, family and caregivers in the grief process
 - 3. Factors influencing responses to grief (e.g., spiritual beliefs, culture, past experience)
 - 4. Physical changes and needs as death approaches
 - 5. Post-mortem care procedures

Clinical Skills

The following is a list of the clinical skills that you may be asked to perform during the Clinical Skills test. A checklist for these skills may be found online at www.prometric.com/nurseaide/wy.

Handwashing Note: Your handwashing technique is evaluated at the beginning of the test. This skill is not prompted, which means you will not be told to wash your hands. Nursing assistants are expected to know to wash their hands before and after physical contact (touching) with the resident.

I. Clinical Skills List

- A. Ambulate the resident using a transfer/gait belt
- B. Assist resident needing to use a bedpan
- C. Change bed linen while the resident remains in bed
- D. Change resident's position to a supported side-lying position
- E. Dress a resident who has a weak arm
- F. Not used
- G. Feed a resident who is sitting in a chair
- H. Measure and record a resident's radial pulse
- I. Measure and record a resident's respirations
- J. Provide catheter care to a female resident who has an indwelling urinary catheter
- K. Provide foot care to a resident who is sitting in a chair
- L. Provide mouth care to a resident who has a denture
- M. Provide mouth care to a resident who has teeth
- N. Provide perineal care to a female resident who is incontinent of urine
- O. Not used
- P. Not used
- Q. Provide resident with passive range of motion (ROM) exercises to one elbow and wrist
- R. Provide resident with passive range of motion (ROM) exercises to one shoulder
- S. Provide resident with passive range of motion (ROM) exercises to one hip, knee, and ankle
- T. Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt

Nursing Assistant Certification Sample Test

Notice: This Sample Test is provided as a courtesy to individuals who are preparing to take a Prometric Nursing Assistant Competency Examination. You are reminded that how well you do on these practice questions, does not predict results on your actual examination.

Directions: This test contains 50 questions. Each question has four suggested answers, (A), (B), (C) or (D). For each question, choose the ONE that best answers it.

1. A resident often carries a doll with her, treating it like her baby. One day she is wandering around crying that she can't find her baby. The nursing assistant should
 - (A) ask the resident where she last had the doll.
 - (B) ask the activity department if they have any other dolls.
 - (C) offer comfort to the resident and help her look for her baby.
 - (D) let the other staff know the resident is very confused and should be watched closely.
2. A nursing assistant is asked to change a urinary drainage bag attached to an indwelling urinary catheter. The nursing assistant has never done this before. The best response by the nursing assistant is to
 - (A) change the indwelling catheter at the same time.
 - (B) ask another nursing assistant to change the urinary drainage bag.
 - (C) change the bag asking for help only if the nursing assistant has problems.
 - (D) ask a nurse to watch the nursing assistant change the bag since it is the first time.
3. Before feeding a resident, which of the following is the best reason to wash the resident's hands?
 - (A) The resident may still touch his/her mouth or food.
 - (B) It reduces the risk of spreading airborne diseases.
 - (C) It improves resident morale and appetite.
 - (D) The resident needs to keep meal routines.
4. Which of the following is a job task performed by the nursing assistant?
 - (A) Participating in resident care planning conferences
 - (B) Taking a telephone order from a physician
 - (C) Giving medications to assigned residents
 - (D) Changing sterile wound dressings
5. Which of the following statements is true about range of motion (ROM) exercises?
 - (A) Done just once a day
 - (B) Help prevent strokes and paralysis
 - (C) Require at least ten repetitions of each exercise
 - (D) Are often performed during ADLs such as bathing or dressing
6. While the nursing assistant tries to dress a resident who is confused, the resident keeps trying to grab a hairbrush. The nursing assistant should
 - (A) put the hairbrush away and out of sight.
 - (B) give the resident the hairbrush to hold.
 - (C) try to dress the resident more quickly.
 - (D) restrain the resident's hand.
7. A resident who is lying in bed suddenly becomes short of breath. After calling for help, the nursing assistant's next action should be to
 - (A) ask the resident to take deep breaths.
 - (B) take the resident's vital signs.
 - (C) raise the head of the bed.
 - (D) elevate the resident's feet.
8. A resident who has cancer is expected to die within the next couple of days. Nursing care for this resident should focus on
 - (A) helping the resident through the stages of grief.
 - (B) providing for the resident's comfort.
 - (C) keeping the resident's care routine, such as for bathing.
 - (D) giving the resident a lot of quiet time and privacy.

9. While giving a bedbath, the nursing assistant hears the alarm from a nearby door suddenly go off. The nursing assistant should
- (A) wait a few minutes to see if the alarm stops.
 - (B) report the alarm to the charge nurse immediately.
 - (C) make the resident being bathed safe and go check the door right away.
 - (D) stop the bedbath and go check on the location of all assigned residents.
10. Gloves should be worn for which of the following procedures?
- (A) Emptying a urinary drainage bag
 - (B) Brushing a resident's hair
 - (C) Ambulating a resident
 - (D) Feeding a resident
11. When walking a resident, a gait or transfer belt is often
- (A) worn around the nursing assistant's waist for back support.
 - (B) used to keep the resident positioned properly in the wheelchair.
 - (C) used to help stand the resident, and then removed before walking.
 - (D) put around the resident's waist to provide a way to hold onto the resident.
12. Which of the following statements is true about residents who are restrained?
- (A) They are at greater risk for developing pressure sores.
 - (B) They are at lower risk of developing pneumonia.
 - (C) Their posture and alignment are improved.
 - (D) They are not at risk for falling.
13. A resident has diabetes. Which of the following is a common sign of a low blood sugar?
- (A) Fever
 - (B) Shakiness
 - (C) Thirst
 - (D) Vomiting
14. When providing foot care to a resident it is important for the nursing assistant to
- (A) remove calluses and corns.
 - (B) check the feet for skin breakdown.
 - (C) keep the water cool to prevent burns.
 - (D) apply lotion, including between the toes.
15. When feeding a resident, frequent coughing can be a sign the resident is
- (A) choking.
 - (B) getting full.
 - (C) needs to drink more fluids.
 - (D) having difficulty swallowing.
16. When a person is admitted to the nursing home, the nursing assistant should expect that the resident will
- (A) have problems related to incontinence.
 - (B) require a lot of assistance with personal care.
 - (C) experience a sense of loss related to the life change.
 - (D) adjust more quickly if admitted directly from the hospital.
17. A resident gets dressed and comes out of his room wearing shoes that are from two different pairs. The nursing assistant should
- (A) tease the resident by complimenting the resident's sense of style.
 - (B) ask if the resident realizes that the shoes do not match.
 - (C) remind the resident that the nursing assistant can dress the resident.
 - (D) ask if the resident lost some of his shoes.
18. A resident's wife recently died. The resident is now staying in his room all the time and eating very little. The best response by the nursing assistant is to
- (A) remind the resident to be thankful for the years he shared with his wife.
 - (B) tell the resident that he needs to get out of his room at least once a day.
 - (C) understand the resident is grieving and give him chances to talk.
 - (D) avoid mentioning his wife when caring for him.
19. When a resident refuses a bedbath, the nursing assistant should
- (A) offer the resident a bribe.
 - (B) wait awhile and then ask the resident again.
 - (C) remind the resident that people who smell don't have friends.
 - (D) tell the resident that nursing home policy requires daily bathing.

20. When a resident is combative and trying to hit the nursing assistant, it is important for the nursing assistant to
- (A) show the resident that the nursing assistant is in control.
 - (B) call for help to make sure there are witnesses.
 - (C) explain that if the resident is not calm a restraint may be applied.
 - (D) step back to protect self from harm while speaking in a calm manner.
21. During lunch in the dining room, a resident begins yelling and throws a spoon at the nursing assistant. The best response by the nursing assistant is to
- (A) remain calm and ask what is upsetting the resident.
 - (B) begin removing all the other residents from the dining room.
 - (C) scold the resident and ask the resident to leave the dining room immediately.
 - (D) remove the resident's plate, fork, knife, and cup so there is nothing else to throw.
22. Which of the following questions asked to the resident is most likely to encourage conversation?
- (A) Are you feeling tired today?
 - (B) Do you want to wear this outfit?
 - (C) What are your favorite foods?
 - (D) Is this water warm enough?
23. When trying to communicate with a resident who speaks a different language than the nursing assistant, the nursing assistant should
- (A) use pictures and gestures.
 - (B) face the resident and speak softly when talking.
 - (C) repeat words often if the resident does not understand.
 - (D) assume when the resident nods his/her head that the message is understood.
24. While walking down the hall, a nursing assistant looks into a resident's room and sees another nursing assistant hitting a resident. The nursing assistant is expected to
- (A) contact the state agency that inspects the nursing facility.
 - (B) enter the room immediately to provide for the resident's safety.
 - (C) wait to confront the nursing assistant when he/she leaves the resident's room.
 - (D) check the resident for any signs of injury after the nursing assistant leaves the room.
25. Before touching a resident who is crying to offer comfort, the nursing assistant should consider
- (A) the resident's recent vital signs.
 - (B) the resident's cultural background.
 - (C) whether the resident has been sad recently.
 - (D) whether the resident has family that visits routinely.
26. When a resident is expressing anger, the nursing assistant should
- (A) correct the resident's misperceptions.
 - (B) ask the resident to speak in a kinder tone.
 - (C) listen closely to the resident's concerns.
 - (D) remind the resident that everyone gets angry.
27. When giving a backrub, the nursing assistant should
- (A) apply lotion to the back directly from the bottle.
 - (B) keep the resident covered as much as possible.
 - (C) leave extra lotion on the skin when completing the procedure.
 - (D) expect the resident to lie on his/her stomach.
28. A nursing assistant finds a resident looking in the refrigerator at the nurses' station at 5 a.m. The resident, who is confused, explains he needs breakfast before he leaves for work. The best response by the nursing assistant is to
- (A) help the resident back to his room and into bed.
 - (B) ask the resident about his job and if he is hungry.
 - (C) tell him that residents are not allowed in the nurses' station.
 - (D) remind him that he is retired from his job and in a nursing home.
29. Which of the following is true about caring for a resident who wears a hearing aid?
- (A) Apply hairspray after the hearing aid is in place.
 - (B) Remove the hearing aid before showering.
 - (C) Clean the earmold and battery case with water daily, drying completely.
 - (D) Replace batteries weekly.

30. Residents with Parkinson's disease often require assistance with walking because they
- (A) become confused and forget how to take steps without help.
 - (B) have poor attention skills and do not notice safety problems.
 - (C) have visual problems that require special glasses.
 - (D) have a shuffling walk and tremors.
31. A resident who is inactive is at risk of constipation. In addition to increased activity and exercise, which of the following actions helps to prevent constipation?
- (A) Adequate fluid intake
 - (B) Regular mealtimes
 - (C) High protein diet
 - (D) Low fiber diet
32. A resident has an indwelling urinary catheter. While making rounds, the nursing assistant notices that there is no urine in the drainage bag. The nursing assistant should first
- (A) ask the resident to try urinating.
 - (B) offer the resident fluid to drink.
 - (C) check for kinks in the tubing.
 - (D) obtain a new urinary drainage bag.
33. A resident who is incontinent of urine has an increased risk of developing
- (A) dementia.
 - (B) urinary tract infections.
 - (C) pressure sores.
 - (D) dehydration.
34. When cleansing the genital area during perineal care, the nursing assistant should
- (A) cleanse the penis with a circular motion starting from the base and moving toward the tip.
 - (B) replace the foreskin when pushed back to cleanse an uncircumcised penis.
 - (C) cleanse the rectal area first, before cleansing the genital area.
 - (D) use the same area on the washcloth for each washing and rinsing stroke for a female resident.
35. Which of the following is considered a normal age-related change?
- (A) Dementia
 - (B) Contractures
 - (C) Bladder holding less urine
 - (D) Wheezing when breathing
36. A resident is on a bladder retraining program. The nursing assistant can expect the resident to
- (A) have a fluid intake restriction to prevent sudden urges to urinate.
 - (B) wear an incontinent brief in case of an accident.
 - (C) have an indwelling urinary catheter.
 - (D) have a schedule for toileting.
37. A resident who has stress incontinence
- (A) will have an indwelling urinary catheter.
 - (B) should wear an incontinent brief at night.
 - (C) may leak urine when laughing or coughing.
 - (D) needs toileting every 1-2 hours throughout the day.
38. The doctor has told the resident that his cancer is growing and that he is dying. When the resident tells the nursing assistant that there is a mistake, the nursing assistant should
- (A) understand that denial is a normal reaction.
 - (B) remind the resident the doctor would not lie.
 - (C) suggest the resident ask for more tests.
 - (D) ask if the resident is afraid of dying.
39. A slipknot is used when securing a restraint so that
- (A) the restraint cannot be removed by the resident.
 - (B) the restraint can be removed quickly when needed.
 - (C) body alignment is maintained while wearing the restraint.
 - (D) it can be easily observed whether the restraint is applied correctly.
40. When using personal protective equipment (PPE) the nursing assistant correctly follows Standard Precautions when wearing
- (A) double gloves when providing perineal care to a resident.
 - (B) a mask and gown while feeding a resident that coughs.
 - (C) gloves to remove a resident's bedpan.
 - (D) gloves while ambulating a resident.
41. To help prevent resident falls, the nursing assistant should
- (A) always raise siderails when any resident is in his/her bed.
 - (B) leave residents' beds at the lowest level when care is complete.
 - (C) encourage residents to wear larger-sized, loose-fitting clothing.

- (D) remind residents who use call lights that they need to wait patiently for staff.
42. As the nursing assistant begins his/her assignment, which of the following should the nursing assistant do first?
- (A) Collect linen supplies for the shift
 - (B) Check all the nursing assistant's assigned residents
 - (C) Assist a resident that has called for assistance to get off the toilet
 - (D) Start bathing a resident that has physical therapy in one hour
43. Which of the following would affect a nursing assistant's status on the state's nursing assistant registry and also cause the nursing assistant to be ineligible to work in a nursing home?
- (A) Having been terminated from another facility for repeated tardiness
 - (B) Missing a mandatory infection control inservice training program
 - (C) Failing to show for work without calling to report the absence
 - (D) Having a finding for resident neglect
44. To help prevent the spread of germs between patients, nursing assistants should
- (A) wear gloves when touching residents.
 - (B) hold supplies and linens away from their uniforms.
 - (C) wash hands for at least two minutes after each resident contact.
 - (D) warn residents that holding hands spreads germs.
45. When a sink has hand-control faucets, the nursing assistant should use
- (A) a paper towel to turn the water on.
 - (B) a paper towel to turn the water off.
 - (C) an elbow, if possible, to turn the faucet controls on and off.
 - (D) bare hands to turn the faucet controls both on and off.
46. When moving a resident up in bed who is able to move with assistance, the nursing assistant should
- (A) position self with knees straight and bent at waist.
 - (B) use a gait or transfer belt to assist with the repositioning.
 - (C) pull the resident up holding onto one side of the drawsheet at a time.
 - (D) bend the resident's knees and ask the resident to push with his/her feet.
47. The resident's weight is obtained routinely as a way to check the resident's
- (A) growth and development.
 - (B) adjustment to the facility.
 - (C) nutrition and health.
 - (D) activity level.
48. Which of the following is a right that is included in the Resident's Bill of Rights?
- (A) To have staff available that speak different languages on each shift
 - (B) To have payment plan options that are based on financial need
 - (C) To have religious services offered at the facility daily
 - (D) To make decisions and participate in own care
49. Which of the following, if observed as a sudden change in the resident, is considered a possible warning sign of a stroke?
- (A) Dementia
 - (B) Contractures
 - (C) Slurred speech
 - (D) Irregular heartbeat
50. Considering the resident's activity, which of the following sets of vital signs should be reported to the charge nurse immediately?
- (A) Resting: 98.6°-98-32
 - (B) After eating: 97.0°-64-24
 - (C) After walking exercise: 98.2°-98-28
 - (D) While watching television: 98.8°-72-14

Answer Key			
1 - C	14 - B	27 - B	39 - B
2 - D	15 - D	28 - B	40 - C
3 - A	16 - C	29 - B	41 - B
4 - A	17 - B	30 - D	42 - C
5 - D	18 - C	31 - A	43 - D
6 - B	19 - B	32 - C	44 - B
7 - C	20 - D	33 - C	45 - B
8 - B	21 - A	34 - B	46 - D
9 - C	22 - C	35 - C	47 - C
10 - A	23 - A	36 - D	48 - D
11 - D	24 - B	37 - C	49 - C
12 - A	25 - B	38 - A	50 - A
13 - B	26 - C		

Wyoming Certified Nursing Assistant Examination Application

Instructions

- Please go to www.prometric.com/NurseAide/WY to print the current version of this application and all other forms. **DO NOT submit photocopies** as this may impact the ability to process the application.
- Incomplete, blurred or illegible forms **will not** be processed.
- All submitted applications must include the **Payment Form** at the end of the application.
- Please mail completed original forms to **Prometric, ATTN: WY Nursing Assistant Program, 7941 Corporate Drive, Nottingham, MD 21236.**



The name you provide on this application **must** match **EXACTLY** the name on your government-issued identification you will provide on the day of testing. If the name does not match **EXACTLY**, you **will not** be permitted to take your exam and **will forfeit** any test fees.

If you have previously taken a nurse aide exam with Prometric and your legal name has changed since then, you **must** provide a **copy** of acceptable legal documentation along with this application. Acceptable documents include marriage certificate; divorce decree; birth certificate; and legal name change court documents. Prometric will be unable to process your application until the legal acceptable documents are received.

- **If applying for Testing Accommodations under the Americans with Disabilities Act (ADA):**
- Please go to www.prometric.com/nurseaide to print the required ADA Accommodations Request Packet. This packet **MUST** be completed and submitted with this application.
- Fill out the box below.

I am applying for **Americans with Disabilities Act (ADA) accommodations**. I am requesting testing accommodations and have included the **required ADA Accommodations Request Packet** along with this application. I understand I must request accommodations **30 days in advance of the test date** and not **all** accommodations can be approved.

Yes **No**

Candidate Information

All fields marked with * are required. Print one number/letter in each box where required.

*Have you taken a Certified Nursing assistant exam with Prometric? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
*First Name <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Middle Initial <input type="text"/>
*Last Name <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
*Date of Birth (Month/Day/Year) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Previous name (if applicable):

*Street Address (including Apt. number or P.O. Box, if applicable)		
*City	*State	*ZIP Code
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
* Phone Number (including area code)		
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
*Email Address (application will not be processed without an email address)		
Ethnic Group (optional)(check one box)		
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Mexican American <input type="checkbox"/> Other	<input type="checkbox"/> Asian American/Pacific Islander <input type="checkbox"/> Other Hispanic or Latin American	<input type="checkbox"/> Black/African American <input type="checkbox"/> White
Gender (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male		

Certification Option/Eligibility

Please check a certification route.

<input checked="" type="checkbox"/>	Certification Route
	New Nursing Assistant. Candidate has completed training from an approved training program within the last 12 months.

Training Information

*Training Completion Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	*Training Program Code (if available – see completion certificate)
*Name of Training Program	
*Training Program Mailing Address (Street Address or P.O. Box)	Training Program Phone Number:
*Training Program Instructor Name	
City	State <input type="text"/> <input type="text"/> ZIP Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Test Site Information

Please check one of the following options.

✓	Test Site	
	Testing at your Facility: My training program or employer is scheduling my exam and I will take the exam at their facility. I will give this application form to the facility coordinator. Do not send to Prometric.	
	Regional Test Site: I am applying to test at a Regional Test Site. My preferred test site code is listed. <i>A current list of Test Sites with codes can be found online at www.prometric.com/nurseaide</i>	*Test site code:

Exam Selection and Processing/Exam Fees

- **Acceptable Forms of Fee(s) Payment:** certified check, money order, MasterCard, Visa or American Express. Make certified checks payable to Prometric. **Personal checks** and **cash** are **not** accepted. Fees are **non-refundable and non-transferrable**.
- The **Payment Form** (last page) **must** be submitted with this application **regardless of payment type**.

✓	Newly Trained Tester	Fee	Total
	Written (English) and Clinical	\$115	\$
	Written (Spanish) and Clinical	\$115	\$
	Oral (English) and Clinical	\$115	\$
	Oral (Spanish) and Clinical	\$115	\$
✓	Re-tester	Fee	
	Written Test (English) ONLY	\$30	\$
	Written Test (Spanish) ONLY	\$30	\$
	Oral Test (English) ONLY	\$30	\$
	Oral Test (Spanish) ONLY	\$30	\$
	Clinical Test ONLY	\$85	\$
		Total Fee	

An additional rescheduling/no show fee of \$25 is required to reschedule an exam appointment with less than five business days notice, no-shows, late arrivals, or not allowed to test. Reschedule fees may apply to roster changes made by IFT testing locations.

Applicant's Affidavit and Candidate Release Statement

- I understand I am responsible for making sure all information provided in this application is completely true and correct.
- I understand if information given is not true, my registration status as a nursing assistant may be at risk.
- I understand if I pass both parts of the Nursing Assistant Competency Exam, I will be able to apply for my Wyoming Nursing Assistant Verification.
- I understand I may be asked to play the part of the resident for another candidate on exam day. I do not have any physical, medical or other condition that would be affected in any way by my participation in the exam. I agree I am responsible for my own personal safety both while taking the exam and acting as a resident. I hereby release Prometric, WSBN, and their agents and assigns from any responsibility or liability for any claim or damage that may result from my participation in the examination.
- I understand all information required on the registration application may be made available for public disclosure (except for the Social Security Number).

***Candidate Signature (in box below)**

Questions: For additional information, please visit our website at www.prometric.com/nurseaide.

Please make a copy of all completed forms for your personal records.

Payment Form

*Candidate Name: _____

*Date of Birth: _____

Credit Card Type (Check One)

MasterCard Visa American Express

Card Number	Expiration Date □ □ / □ □
Amount \$ _____ . _____	C/C Security Code □ □ □ □
Name of Cardholder (Print)	
Signature of Cardholder	

Certified Check or Money Order Payments

Certified Check 3rd Party/Facility Check Money Order

Certified Check/Money Order/3 rd Party/Facility Check Number (one number or letter in each box):
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
□ □ □

Please mail completed forms, all supporting documentation and fees to:

**Prometric
ATTN: WY Nurse Aide Program
7941 Corporate Drive
Nottingham, MD 21236**