

Message from THCA on New Nurse Aide Registration Process for Testing

THCA was notified by a member about a blackout period that nursing facilities are experiencing when scheduling nurse aide candidates for CNA testing. Pearson VUE (DADS primary contractor for nurse aide registration and testing) is in the process of changing the process of registering for testing from a paper to an online system. With this change, DADS and Pearson VUE are placing more responsibility on the nurse aide to register for testing. In order to register, the nurse aide applicant will need a personal email address to register online.

The six step process to obtain priority registration and testing is specified at the end of this email.

THCA has worked with DADS to establish a plan for nurse aide candidates working in a nursing facility to be given first priority to register for testing when the new online registration opens on July 8th. [Click here](#) to download the "Request for Priority Nurse Aide Testing Form" that can be used to ensure all information is complete for processing.

**NOTE: THIS IS A FIRST COME, FIRST SERVED
REGISTRATION PROCESS**

DADS Plan to Identify Candidates for Priority Testing

To prepare for the implementation of the new online exam registration and scheduling system for the nurse aide training and registry program, Pearson VUE has initiated a blackout period that results in a break in the services they provide to the Department Aging and Disability Services (DADS) and nurse aide exam applicants. The blackout period is June 13 - July 7, 2015. In addition, paper applications have not been accepted since May 23, 2015.

To support certification efforts, DADS and Pearson VUE have agreed to identify certain nurse aide exam candidates for eligibility for the first exams

offered following the blackout period. The priority nurse aide candidates are those candidates that are currently employed in nursing facilities; these candidates will be eligible to take the first exams offered after the blackout.

In order for a nurse aide candidate who is currently working in a nursing facility to obtain a first priority exam date, the following information must be submitted to maria.vital@dads.state.tx.us with DADS no later than July 1, 2015:

- Nurse aide candidate name;
- NATCEP name and code issued by DADS;
- Candidate's nurse aide training start date and training completion date;
- Selected city/test date

Exam Schedule

- July 22nd - Austin, Dallas, Fort Worth, El Paso, Galveston, Houston, Lubbock, McAllen, San Antonio, Tyler, Wharton
- July 24th - Corpus Christi, Orange
- July 25th - Abilene, Amarillo
- Nurse aide candidate's first date of employment as a nurse aide in a nursing facility; and
- Nursing facility representative contact name, email address and phone number.

Once the above required information is received and approved, DADS will send each approved candidate an INF Code to the email address provided on the form. This INF code will allow the candidate to register on July 8 and be tested on July 22nd, 24th or 25th based on the city selected. Once the INF Code has been issued, the nurse aide candidate must register for the exam on July 8, 2015.

If the candidate fails to register on July 8, he/she will lose the priority exam date status.

Incomplete requests or requests received after July 1, 2015, will not be processed. Therefore, be sure that all information is provided.

THCA suggests the following steps to register a nurse aide working in your facility for testing on July 8:

REMEMBER: This is a First Come, First Served Process

1. Send an initial email with the completed form today to

maria.vital@dads.state.tx.us and copy the email to cnatesting@txhca.org

2. Forms must be received before July 1. Remember this is a first come, first served process and testing sites may fill up quickly so send the form today.
3. From your initial email, you will receive a Priority Code and web address from DADS that will be used to register for testing.
4. Make sure that the nurse aide has a personal email address. If he/she does not have one, you may need to facilitate the set up. This email address will be required to register for testing and will be used to confirm the testing date and site.
5. On July 8, submit the registration using the Priority Code received from DADS. As a reminder, in order to receive priority testing the candidate must register on July 8.
6. Get the nurse aide candidate to the test site on time the date scheduled for testing.

If you have any questions for THCA send them to cnatesting@txhca.org