



COMMUNITY
COLLEGE
of AURORA

Nurse Aide Program
Department of Nursing and Health Sciences
Student Handbook
2023-2024

Nothing in this Student Handbook is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Student Handbook.

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Introduction

Welcome to the Certified Nurse Aide Program (CNA) at the Community College of Aurora. We believe that the Certified Nurse Aide is an integral part of the health care team and essential to holistic patient centered care. This course will allow you to develop the skills to provide safe and compassionate care to the stakeholders we serve.

A certified nursing assistant can be the first point of contact for a patient in his or her hospital room, or for a resident of a nursing home. CNAs (Certified Nurse Aides) perform basic patient care which can include helping patients get out of bed, bathe, dress, and eat, cleaning patient rooms, taking vital signs, dressing wounds, and providing valuable information to the healthcare team. Close contact and effective communication with the patient are important aspects of this position. Nurses and doctors often rely on the CNA for accurate updates of a patient's condition.

Community College of Aurora

Nurse Aide Program

Center for Simulation (SIM) BLDG 859

935 E. 10th Drive
Denver, Colorado 80230

CCA's Mission, Vision, and Values

Vision

We aspire to be the college where every student succeeds.

Mission

The Community College of Aurora serves our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment.

Values

Respect, Collaboration, Quality, Access, Diversity, Inclusion

CCA's Institutional Outcomes 4C's

Career & Transfer Readiness

Career and transfer readiness is the ability to adapt, commit to lifelong learning, and demonstrate knowledge and skills applicable in a global economy for successful transition into the workplace or continued coursework.

Communication

Communication is the ability to analyze and evaluate information, evidence, arguments, and theories from multiple perspectives for use in the development of an opinion or conclusion.

Critical Thinking

Critical thinking is the ability to effectively express, impart, or exchange feelings, thoughts, opinions, and information both orally and in writing.

Cultural Competence

Cultural competence is the ability to demonstrate awareness and integration of an intentional valuing of cultural difference and experiences in our decisions and interactions with all.

Certified Nurse Aide Mission & Vision Statement

Mission

Our mission is to provide compassionate and respectful based caregiving, honoring the dignity of every Client by providing students a holistic, evidenced based education and entry into the nursing profession.

Vision

We strive to provide equitable access to quality nurse aide training, fostering inclusivity and cultural competency. We aim to empower students from all works of life to become skilled and compassionate caregivers, reflecting the diverse needs and perspectives of the community they serve. The nurse aide program strives to promote diversity, equity, and inclusion within the healthcare workforce, ultimately enhancing patient care and addressing health disparities in our community and across the state.

Advisory Board

CCA's Nurse Aide Program works in partnership with the Advisory Board committee to advocate for the students, community, and health organizations; providing oversight, recommendations, and review of program curriculum and standards. The Advisory Board is composed of a representative group of respected and experience nurses, nursing administrators, nursing educators, ancillary health staff from health care institutions, CCA nursing faculty, CCA students, CCA alumni, CCA ancillary staff, CCA students, and CCA community members. The Advisory Board provides current and accurate information on current employment trends.

Student representation in the Nurse Aide Program's Advisory Board activities is achieved by two elected/appointed student officers who serve as liaisons to faculty and students. In this role, students attend Advisory Board meetings and other student governance activities to offer the student experience perspective and input into decisions that impact student success within the program.

Students interested in being a member of the Advisory Board may contact the Department Chair of Nursing and Health Sciences, Siri Morken at siri.morken@ccaurora.edu

Accreditation and Program Permissions

The Community College of Aurora (CCA) is a two-year open access public community college. CCA is a member of the Colorado Community College System (CCCS) and is accredited by the Higher Learning Commission.

[The Higher Learning Commission](#)

230 South LaSalle Street

Suite 7-500

Chicago, IL 60604

1-800-621-7440; 312-263-0456

The Nurse Aide Program is approved by the Colorado Community College System (CCCS) and adheres to all Colorado State laws as well as the rules and regulations set forth by the Colorado State Board of Nursing.

[Colorado Department of Regulatory Agencies Nursing](#)

Colorado State Board of Nursing

1560 Broadway

Suite 1350

Denver, CO 80202

303-894-2430

Nurse Aide Program Outcomes

The Nurse Aide Program Outcomes are developed as performance indicators which provide evidence that the CCA Nursing Program is meeting its mission and goals set by the faculty. Program Outcomes show the effectiveness of the educational program and serve as a mechanism to guide program development and revisions. Program Outcomes have been developed using practice guidelines established by the Omnibus Reconciliation Act (OBRA) and adhere to professional standards of care established by the State of Colorado Nurse Aide Practice Act (Article 38.1-Nurse

Aides) when caring for clients and families across the life span. The following Nurse Aide Program Outcomes are congruent with the mission of CCA and the Nurse Aide Program.

Outcome #1

Student Learning Outcomes

- 90% of graduates will be able to describe the nursing assistant's roles and responsibilities, including communication, ethics, abuse laws, legal obligations, and Colorado State Board of Nursing regulations.

Outcome #2

Performance on State Certification Exam

- The program's most recent annual certification examination pass rate will be at least 75% for all first-time test-takers during the same 12-month period.

Outcome #3

Program Completion

- 75% of students will progress to course completion after beginning the Nurse Aide Course.

Nurse Aide Program Student Learning Outcomes

Upon completion of the Nurse Aide program, the student will have achieved the following outcomes:

- Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- Provide quality, safe, patient-centered nursing care in a variety of healthcare settings.
- Demonstrate professional communication by collaborating with healthcare members and patients to provide safe patient care.
- Provide care for diverse populations through critical thinking, planning, and organizing care for each patient.
- Provide holistic, compassionate, and culturally-competent care to diverse populations.

Technical Standards for Nurse Aide Students

Students in the CCA Nurse Aide Program are required to engage in complex, diverse, and specific experiences essential to the practice of specific nursing skills and functions. Below is a list of some of the technical standards students are required to demonstrate safely and efficiently:

- Participate in clinical, classroom, and laboratory discussion and learning activities.
- Assist patients with mobility, which includes safely moving patients in and out of chairs, gurneys, and beds.
- Perform nursing care in a safe and timely manner.
- Accurately document patient care in the electronic health record and on paper in a timely manner.
- Read and understand written documents in English and solve problems involving measurement, calculation, analysis, and synthesis.
- Ability to adhere to procedures, policies, and requirements as described in the Nursing Student Handbook.

Attendance and Absences Classroom, Lab, and Clinicals

Classroom and Lab and lab attendance is required based on the Colorado State Board of Nursing and course contact hour requirements. Absenteeism, tardiness, and missed labs can result in failing grades and dismissal from the program.

- A tardy is defined as 10 minutes or less late.
- Two tardies will equal 1 unexcused absence.
- If a student is 30 minutes late or leaves 30 minutes early, it is an unexcused absence. If a student is 30 minutes late to a clinical site, the student will be sent home.
- 3 or more unexcused absences may result in dismissal from the program.
- Each absence requires make up work assigned by course instructor.

Due to the Colorado State Board of Nursing (CSBON) requirements, it is especially important that students attend all scheduled clinical days. Please make all necessary arrangements to ensure you are ready and able to participate. Should an unexpected documentable emergency occur, please notify your primary clinical instructor within 24 hours of occurrence. If for any reason, you must leave a clinical site

due to an unexpected documentable emergency, you are responsible for notifying the primary instructor. Leaving a clinical site and failure to report to the clinical instructor may result in an incomplete and/or failing grade, including dismissal from the program.

COVID, Contagious Disease(s) or Illness

If a student cannot pass the clinical site "illness screener form" (temperature, cough, etc.), or exhibits signs of an apparent, confirmed contagious disease, illness, or positive COVID test (rapid or PCR), notify the clinical instructor before attending the clinical facility to prevent the spread of COVID, such disease, or illness to other students, clients, or people.

The student will be allowed to make-up their clinical experience once a licensed health provider has confirmed in writing that they are no longer potentially contagious.

- 11/1/2022 there are no requirements for COVID PCR testing.
- Please check your CCA student email regularly as the required COVID testing may change per the states long-term facility requirements.

Clinical Attendance Policy: School Closures

The Department of Nursing and Health Sciences follows the CCA College Policy, including weather related closures. In the event of a weather related closure announced, the clinical day will be cancelled. All missed clinical time must be made up and all make up time will be coordinated by the Nurse Aide Clinical Coordinator.

Make Up for Missed Hours

All lab and clinical hours missed are required to be made up for successful completion of the course and clinical requirements. These hours are a Board of Nursing requirement and all students must satisfy these hours to successfully complete the program requirements.

In order to make up missed hours, the following conditions must be met:

- The student has an excused absence
- The student has 90% plus attendance and no more than 2 tardies.

- Availability of instructor and open lab days

Lab and clinical hours are not always possible to make-up and students should not expect make-up time to be available. When an excused absence results in the inability of the student to develop and demonstrate clinical practice objectives, or to meet the required hours of the course necessary for credit, the student may not receive a passing grade. In the event make-up hours cannot be completed within the course, a student may be able to apply for an incomplete. An incomplete can result in the student not progressing as planned and must return when the course is next offered to complete their outstanding requirements.

Open Lab

Open Lab is offered and will be provided for additional time to review and practice skills. Students who have an excused absence are expected to attend the assigned Open Lab day. Open Lab hours will be posted outside of the lab and pertain to the current semester. Students must sign up for Open Lab hours. If a student cannot attend the Open Lab day they signed up for, students are expected to inform the Instructor at least 24 hours in advance to ensure other students may attend. Instructor supervision is required at Open Lab and only 10 students are allowed to attend Open Lab at a time.

Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed.

Civility

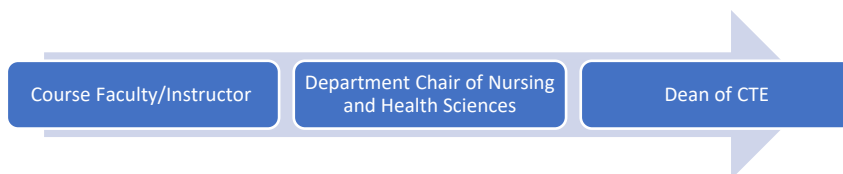
Students in the Nurse Aide program represent the Community College of Aurora and are expected to treat instructors and fellow students with consideration and respect, and to be courteous and professional in all learning environments related to the program. Students must abide by program and classroom policies and procedures. Civility also dictates that individuals work together politely, calmly, and reasonably to resolve any concerns or disputes using good faith effort. Any kind of incivility, including but not limited to such things as speaking disrespectfully, contesting an instructor's policies or grading in a disrespectful manner or outside of policy, bullying any other student, showing disrespect to an invited speaker, gossiping or sharing inappropriate information about fellow students or staff

members on social media or in general, or failing to attempt to resolve concerns about the Nurse Aide program through the appropriate processes will not be tolerated and could be grounds for dismissal from the program. All students are expected to comply with this basic code of civility while engaged in program activities throughout CCA as well.

Chain of Command Communication

Students are encouraged and expected to follow the chain of command for communication to address grievances. Students who do not follow the chain of command will be redirected to the individual they did not address the grievance with. Often times, grievances can be resolved informally through direct communication between the instructor and student.

For the NUA 1001 and NUA 1070 courses please use the following chain of communication related to instruction, curriculum, grades, and any course related questions, concerns, and/or grievances.



For the NUA 1001 and NUA 1070 Health Requirements, please use the following chain of communication. This includes all concurrent enrollment students.



Please note that all email communication needs to be with your Community College of Aurora student email. Per CCA policy, we cannot respond to 3rd party or private emails. Students are expected to check their CCA student email at least twice a week, responding to emails within 48 hours. Information regarding health requirements, assignments, grading, etc. require clear and timely communication to ensure student completion and success through the Nurse Aide Program.

NUA 1001 and NUA 1070 Health Requirements

1. Please submit ALL required health documentation to healthsciences@ccaaurora.edu or place in the Drop Box outside of SIM127.
2. Please note: A COVID-19 Vaccination is required for the NUA 1001& NUA 1070 program.
3. Health Sciences Programs Nurse Aide Required Documentation Checklist
4. FERPA Release Form
5. Community College of Aurora Health Sciences Program Informed Consent
6. Community College of Aurora Photo, Video and Sound Recording Release and Consent Form
7. Community of College of Aurora Physician's Clearance

ALL health required documentation MUST be submitted by the stated date, including any extensions provided to an individual student. Failure to submit the health requirements documentation by the stated date may result in non-completion of the program and the student may be dropped from the course.

Drug Screen Procedure

All students participating in the Nurse Aide Program will be required to complete an initial drug screen.

As patient-care providers, Nurse Aide students are required to comply with healthcare facilities drug-free work zone policies to ensure patient safety. There are no identified drugs, including marijuana, that are permissible if detected in the urine drug screen. Students must have a Negative 10-Panel drug screen to progress through the Nurse Aide Program.

Alcohol and Drug Use

All Nurse Aide students MUST be free of chemical impairment from alcohol and drugs in both the academic and clinical setting. If a student arrives to school or a clinical site chemically impaired, the student will be removed from the academic or clinical setting, referred to the Department Chair, and a CARE Report will be submitted. Please review the [CCA Student Code of Conduct](#) for student behavioral expectations and responsibilities.

THC (Marijuana)

THC (Marijuana) is part of the required 10-panel drug screen prior to admittance into any nursing and/or health sciences professional program. The passage of Amendment 64 in the State of Colorado, does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana, including prescription marijuana, and “medical marijuana”) will be dismissed from the Nurse Aide Program.

“Reasonable Suspicion Based” Alcohol or Drug Use

This procedure refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgement while attending and “on duty” in any health care facility, school, institution, or work location as a representative of the Nurse Aide Program. If the Instructor, Faculty, Preceptor, or Staff have reasonable cause to suspect a student may be using drugs/alcohol or if the student is exhibiting behavior that, in the opinion of the instructor is considered to be consistent with the use of drugs, and/or alcohol the student will be removed from the classroom, laboratory, clinical site, and/or client care. The student will be referred to the [CCA CARE Team](#) and an incident report will be completed by the Instructor. The student will be required to meet with the Department of Nursing and Health Sciences within 24 hours of the incident.

Pending a full investigation, the student may be referred for possible “reasonable suspicion” based drug testing at the cost of the student and a decision will be made regarding dismissal from the Nurse Aide Program and clinical setting.

Readmission Guidelines Related to Substance Abuse

Students who are dismissed from the Nurse Aide Program for reasons related to substance abuse will need to submit a letter to the Department Chair requesting readmission to the program. Students may need to provide documentation of compliance of a treatment program identified by a substance abuse therapist. Repeat drug screening for alcohol/drug use will be required. Readmission is not guaranteed, and each incident will be thoroughly investigated and reviewed by the appropriate personnel.

Tobacco Policy

Students are not allowed to carry and/or use tobacco, e-cigarettes, vapes, and/or smokeless tobacco at the clinical facility, preceding, and/or during a clinical shift. Smoking/Vaping is not permitted at the

clinical site. Students are not allowed to take a “smoke break” in their car, outside of the clinical site, or a designated smoking area of the clinical site. A student smoking/vaping will be sent home from the clinical site and may be dismissed from the Nurse Aide Program.

NUA 1070 Nurse Aide Clinical Experience: Clinical Curriculum

NUA 1070 Required Course Learning Outcomes

1. Develops a relationship, communicate and interact competently on a one-to one basis with clients and the interdisciplinary team.
2. Demonstrate sensitivity to clients emotional, social and mental health needs through skillful, directed interactions.
3. Demonstrate knowledge and skills that support and promote each clients’ rights as well as demonstrate respect for the client as an individual.
4. Demonstrate observational and documentation skills in the assessment of client’s health, physical condition and well-being.

Required Topical Outline

1. Orientation to facility
2. Communication skills
3. Client Care
4. Client Rights
5. Safety
6. Growth and Development, life stage physical, mental and emotional needs
7. Knowledge of student role under guidelines of the Colorado Nurse Aide Practice Act

Grading

The course syllabi will identify specific grading requirements. All students must pass NUA 1010 with a C (75% or higher) in order to participate in the NUA 1070 Clinical Rotation. Students must maintain a 75% to remain in the program and be recommended to the Board of Nursing.

All students must pass NUA 1001 with a C (75% or higher) in order to participate in the NUA 1070 clinical rotation. Students must maintain a 75% to remain in the program and be recommended to the Board of Nursing.

NUA 100 Final Exam: The final exam consists of two parts, written and oral lab skills as required by the Colorado State Board of Nursing. This prepares students for taking the state test upon completion of the course.

Manual Skills Practice Exam (MSPE)

The patient care skills are pass/fail. You must pass with 100% to proceed to clinical. Skills checklist must be signed by the clinical instructor to participate in clinical. The students are encouraged to practice skills until clinical competency is achieved. Most of the patient care skills will be learned with classmates as simulated patients. Please communicate with the instructors if you are uncomfortable with a given skill being practiced on you. We will make modifications and adjustments on an individual basis as necessary.

MSPE Evaluation Criteria

1. Students will demonstrate performance in a professional manner using appropriate communication and respect for client's rights.
2. Students will demonstrate proficiency with all skills without missing bolded or required steps.
3. Unprofessional, unsafe, or abusive behavior or actions in testing will constitute a failure of the test.
4. Professional attire per the Student Attire Lab and Clinical expectations.

NUA 1070 is a pass/fail course. The student clinical evaluation tool must be completed daily by the student and clinical instructor. Students who fail to meet the "satisfactory" requirements for NUA 1070 clinical student evaluation, NUA 1001 will revert to "failing" regardless of the grade earned in NUA 1001, and will not be able to obtain their certificate.

NUA 1001 and NUA 1070 course syllabi identifies additional grading parameters. Students should follow the communication chain of command and speak directly to their instructor(s) for any concerns related to grading, course materials, attendance, tutoring, open lab, etc.

Test Question Review

If a student requests a test question be reviewed, it must be provided to the instructor within 24 hours after taking the exam. The faculty will review the request and decide to reject or accept the review within seven days.

Remediation

Students must demonstrate understanding of clinical skills through skills lab and open lab. Students who do not perform skills safely in these settings will be required to undergo remediation with their instructor. Students will be encouraged to sign-up for open labs to prepare for their remediation evaluation day. If a student does not complete the remediation successfully, they will not be permitted to attend clinicals and provide patient care. In the event a student needs to remediate a skill from the final skills exam, the student will remediate with the instructor of record. The Program Coordinator or the Department Chair of Nursing and Health Sciences will evaluate the student's skills the second time for a final grade.

Incomplete

Contracts can be issued to students due to extenuating personal circumstances. The student receiving an "I" has not been able to complete the course requirements by the end of the session. Students who have completed 75% of their coursework and were earning a C or better grade at the 75% mark of the class are eligible for an "I". The instructor shall determine that the student has a reasonable chance of completing the course. Before the end of the term, it is the student's responsibility to arrange with the instructor the requirements for completion and the deadline for which the requirements must be submitted to the instructor. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition. If coursework is not completed within 1 consecutive semester after the course end date, or an earlier date as specified by the Instructor, the Default Grade on Incomplete Contract will be recorded as the final grade on the student's official academic record. If no Default Grade is listed, an F grade will automatically be recorded on the student's academic record if the Contract requirements are not fulfilled by the Incomplete Contract deadline.

Withdrawal

NUA 1001 and NUA 1070 will specify the withdrawal date for each course. In the event the student is not meeting the grading standards of the course, the instructor of record will notify the student of their academic status prior to the withdrawal date. Students should discuss their grade and status with the instructor of record prior to withdrawing from NUA 1001 or NUA 1070. [CCA's withdrawal procedures can be found in the CCA Student Handbook.](#)

Academic Integrity

Students are expected to adhere to the CCA Student Code of Conduct Academic Integrity and the CCA Guidelines for Academic Integrity (CCA ACS 2.22). Academic Integrity violations include fabrication, plagiarism, helping someone else violate reasonable standards, and/or cheating. This list is not all inclusive and it is recommended that all students review the CCA Student Academic Integrity Guidelines.

Students who are perceived to be in violation of the CCA Academic Integrity Guidelines will be assigned the grade for the specific assignment and/or exam based on the course syllabus, referred for Academic Misconduct, and the Department Chair of Nursing and Health Sciences for evaluation.

Students who violate the CCA Academic Integrity guidelines may be placed on a Student Success Plan and/or dismissed from the Nurse Aide Program.

Advising and Student Success Plans

Nurse Aide students may receive advising and be placed on Student Success plans due to grades, professional behaviors, attendance, program code of conduct, incomplete homework, and outstanding health requirements. Our department's goal is to provide comprehensive support to our students to assist students with their completion through the program and to facilitate access to campus resources.

Students who are found to be in violation of the Nurse Aide Program requirements or guidelines outlined in the CCA Student Code of Conduct or the CCA Nurse Aide Student Handbook, will receive an advising and may be subject to discipline which may include any of the following:

1. Student Success Plan
2. Remediation

3. Not enrolled into NUA 1070 due to unmet Health Requirements.
4. Dismissal from the Program

Appeals Process

In the event a student chooses to file an appeal due to course failure or their issued grade, students are encouraged to look for an informal resolution for the problem/concern.

[Students are encouraged to follow the CCA steps of the student complaint process stated.](#) These steps include a first, second, and finally complaint process.

Nurse Aide Clinical Experience

The state of Colorado requires students in a Nurse Aide training program to complete a minimum of 20 hours of clinical instruction in a long-term care setting. Students will learn about being a contributing member of a healthcare team, communication and interpersonal skills, infection control techniques, providing personal care, and assisting a client with restoration and/or rehabilitation. To meet this requirement, students will complete 2 supervised 10 hour shifts at a long-term facility for two consecutive days. Students will have an opportunity to interact with client, patients, and residents under the direct supervision of an experienced nurse aide instructor.

The Clinical Coordinator and Program Coordinator will assign students to clinical rotations. Student assignments may include day and/or evening shifts. Students are responsible for providing their own transportation to clinical sites. Attendance is mandatory to meet the State Board of Nursing Nurse Aide clinical requirements.

Clinical Site Health Requirements

All clinical placements will be contingent upon the most conservative policies and procedures required by our clinical sites. This includes all background checks, drug screening, vaccination records, negative TB test, and all required paperwork must be completed and approved by the clinical site before students will be scheduled for the clinical rotation to ensure compliance. This policy will be implemented throughout all clinical placements. Failure to complete the health requirements by the stated date will result in non-enrollment into NUA 1070 and may result in program non-completion.

Technology Use in the Clinical Setting

- Personal cell phones and technology must be turned off during clinical hours.
- A student may access their phone during break and meal periods.
- Students may not use cell phones for photography while on the clinical premises.
- Students must maintain HIPAA when using their personal cell phone at the clinical facility.
Students who violate client privacy by use of mobile devices will be subject to HIPAA infractions of the clinical agency.

Clinical Attendance Policy

Students who are absent for a clinical day may be allowed one rescheduled day based on availability and at the sole discretion of a team made up of the Primary Instructor, Program Coordinator, and Department Chair. For a reschedule to be considered, the student must submit documentation that supports their grievance (i.e. doctor's note, hospital admission forms, accident report, etc.). All paperwork must be submitted to the Primary Instructor at the start of the next classroom session attended by the student, with no exceptions.

The team will determine if the make-up day is feasible. Their decision will be made within 3 working days (Monday-Friday) of submission. Students must complete any rescheduled clinical days before completion of the course and the certified nurse aide exam.

CPR/BLS

- Basic Life Support (BLS) is required for NUA 1001 and NUA 1070.
- BLS is included in tuition cost.
- If a student has taken the BLS course within 6 months at CCA because they are in the Patient Care Tech Certificate Program, Phlebotomy Program, or they enrolled into the BLS course as a prerequisite for NUA/HPR, students can opt out of BLS. This is only if it is a CCA BLS course.

Student Equipment

- Second hand watch. No digital watches are allowed (Apple Watch, Garmin, etc.).

- A working pen
- Gait belt
- Stethoscope

Student Attire Lab and Clinical

Students are expected to conduct themselves as health professionals at all times. Students must adhere to the uniform requirements for NUA 1001 once uniforms are received. The expected student attire during skills-lab and clinical instruction should reflect a clean and respectful workplace standard.

- CCA student photo ID badge must be clearly visible at all times.
- Students must wear the CCA Health Aide program issued uniform (wine scrubs). Uniforms are expected to be neat and clean, without stains or tears.
- Students are not allowed to wear white lab jackets, hoodies, or other outdoor garments that cover their assigned uniform.
- A black or white long sleeve shirt without a hood may be worn under the scrub top.
- Closed toe shoes are required.
- Students are expected to wear appropriate undergarments, including socks.
- Jewelry can present a safety hazard and should be kept to a minimum. For example, one second hand watch and small post earrings are allowable.
- Hair should be secured, away from the face. Mustaches and beards will be clean and neatly trimmed.
- Perfumes and colognes can cause severe reactions in clients and staff members and should be avoided whenever possible.
- For safety and health reasons, all fingernails must be clean, well-groomed, and not excessively long.
- Per the CDC (Centers for Disease Control), “it is recommended that healthcare providers do not wear artificial fingernails or extensions when having direct contact with patients at high risk (e.g., those in intensive-care units or operating rooms).” **To ensure proper hand hygiene and minimize client risk, artificial nails will not be allowed.** [CDC Hand Hygiene Providers](#)

In the event a student is sent home by the clinical site and/or instructor due to a student not wearing the proper student uniform and/or without the CCA required student photo ID, the

student may be asked to leave the facility and will result in an unsatisfactory on the clinical evaluation.

Professional Conduct Classroom, Lab, and Clinical

The conduct of students reflects upon the individual, the clinical site, the CCA Nurse Aide program, and the nursing profession as whole. Therefore, students must conduct themselves in a mature, professional manner at all times. Students should display professional attitudes towards clients, client families, preceptors, and other members of the nursing and healthcare team at all times. Students are subject to failing and/or dismissal from nurse health aide program at the discretion of the instructor for the misbehavior and/or mistreatment of student peers, clients or healthcare staff. If it is determined a student's behavior is disruptive to learning, the student will be removed from class and referred for student conduct.

Client confidentiality will never be violated for any reason. Any violation of HIPAA (Health Insurance Portability and Accountability) regulations may result in clinical failure. Use of social media to share any part of your clinical experience is a HIPAA violation.

Other reasons for possible dismissal.

- Utilizing a phone during clinical rotation could be considered a HIPAA violation. Cell phone use in a clinical setting is prohibited. Cellular telephones may be used during scheduled breaks in an area outside of designated client care.
A student may have access to their cellular telephone if prior arrangements have been made with the primary Nurse Aide instructor to accommodate use for emergency notifications.
- Smoking/Vaping is NOT permitted at the clinical site. Students are not allowed to take a "smoke break" in their car, outside of the clinical site, or a designated smoking area of the clinical site. A student smoking/vaping will be sent home from the clinical site.
- Physical, verbal, or sexual abuse of a client, client's family member, bystanders, or other health professionals involved in client care.
- Use of offensive language.
- Disruptive behavior that negatively impacts or impedes teaching or learning; or disrupts the general operation of the college.

- Knowingly engaging in falsification, alteration, forgery, misrepresentation, and/or misuse of documents, records, and/or identification.
- Failure to adhere to the Nurse Aide Colorado Practice Act [Colorado Nurse Aide Practice Act](#)
- Violation of client rights [Center of Medicaid and Medicare Client Rights](#)
- Failure to use proper nurse aide procedure at a clinical facility (per instructor's discretion).
- Failure to follow the CCA student conduct policy including, but not limited to cheating, substance abuse, stealing, and abuse of a classmate, client, or instructor.
- Performing a skill or task at a clinical facility that the student has not received training on by the instructor and found to be proficient by the instructor.
- Attempting to ambulate, move, or lift (including use of a Hoyer) a client out of bed, wheelchair, or a chair without prior approval AND assistance from the instructor or a member of the health team.
- No call or no show to a clinical site.
- Any unprofessional behavior that may adversely affect future use of clinical site.
- Students must bring their own meals during clinical rotations. It is advisable to bring plenty of snacks and a water bottle. Students are not allowed to order food from any delivery service; including Uber Eats, etc.

Students are responsible for keeping the lab in order, clean, and ensuring equipment is returned to appropriate storage areas. During lab hours, no eating or snacking is allowed. Students are allowed to have water bottles in the lab. Students are provided breaks throughout the scheduled course time, allowing for breaks for snacks.

Professionalism

Students in the CCA Nurse Aide Program are expected to understand the importance of creating and maintaining professional boundaries. Faculty and students must create a professional relationship. The students must conduct themselves in a way that reflects integrity, respect, and honesty for the client they are caring for. They have an obligation to practice with integrity and civility. The student must interact with all health care providers and clients professionally and respectfully. They should provide care that respects the client's dignity, and refrains from creating an inappropriate relationship. The student should not provide care for a family member or friend because this could become a conflict of

interest. Students should refrain from gossiping. Students must maintain a positive attitude, take accountability for their actions, and work well with team members.

Reporting Unprofessional or Unsafe Conduct

If a student observes unprofessional or unsafe behaviors that appear to violate standards of academic or professional integrity, or actions that have a potential to harm another person or themselves, students have a responsibility to report any questionable unsafe behavior and/or action to the Department Chair of Nursing and Health Sciences, the Program Coordinator, and/or the instructor of record.

Social Media Policy

CCA nurse aide students, faculty, instructors, and staff may not share content that is harming or disparaging, or that could potentially violate patient, staff, students, or faculty/instructor confidentiality. Students may not post pictures with any patients, staff members, preceptors, and/or pictures of a clinical site on any social media sites. Students may be subject to disciplinary action by the school and the clinical agency for any violation of the social media policy, HIPAA, and FERPA. Any violation is subject to the same prosecution as with other HIPAA and FERPA violations.

- Social media includes, but is not limited to Snapchat, Facebook, Instagram, Blogs, Twitter, Threads, TikTok, and/or You Tube.
- Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.
- Avoid posting comments and/or discussions of patients or events related to the clinical site even if all patient identifying information is excluded.
- Restricted postings include, but are not limited to protected health information, individually identifiable information and information about a patient's physical/mental health.
- Students are not permitted to post information related to student's names, schedules, and clinical site locations.

Recording Devices

A student may not record lectures or skills being performed unless permission from the class instructor has been obtained, all students and guest speakers have been informed that audio/video recording may occur, or the student has an educational accommodation determined through the student's process with the college disability services.

A student granted permission to record may use the recording only for his or her own study. It cannot be posted on any internet platform (Youtube, Facebook, etc.). without the instructor's written authorization.

Laptops are allowed to be used in the classroom for academic purposes only. They cannot be used for recording unless permission is given by the instructor.

Cell Phones and Mobile Devices

All cell phones must be on "silent" during class and lab. Phones must be shut OFF during class and lab testing. Students can make phone calls and send messages during breaks and after class is over. If a student needs to address an emergency during class, they must step into the hallway to limit classroom disruptions.

Dismissal from the Nurse Aide Program

Students will be dismissed from the program for the following

1. Persistent violations of the policies and guidelines of this handbook.
2. HIPAA and OSHA violations that may have legal consequences.
3. Failed remediation attempts.
4. Failure of NUA 1001 or NUA 1007.
5. Any unprofessional or uncivil behavior that violates a safe learning or clinical environment.
6. Violation of Academic Integrity.
7. A 10-Panel Drug Screen negative finding.
8. Physical, verbal, or sexual abuse of a client, client's family member, bystanders, or other health professionals involved in client care.

Readmission Guidelines

Students must meet the criteria below to be readmitted into the Nurse Aide Program. Readmission cannot be guaranteed, and space is dependent upon availability of clinical sites and staffing. Students approved for readmission to the Nurse Aide Program will be subject to the most current Nurse Aide Program Student Handbook, located on the CCA website.

Eligibility for Readmission

- The student must supply requested information to support readmission eligibility.
- The student will need to provide the required Health Requirements again.
- The student's reason for dismissal and readmission must be reviewed by the Department Chair and the Nurse Aide Program Coordinator.

Procedure for Readmission

1. Formal Letter requesting readmission is to be sent to the Department Chair of Health Sciences, one month prior to the start of the semester that student wants to reenroll in.
2. A formal letter stating your desire for readmission to the Nurse Aide Program. The letter must state the reason for dismissal from the program, the student's contact information, and how they plan on being successful in the program if they are readmitted.
3. All students who are eligible for readmission will be ranked by the following guidelines:
 - Reason for exiting program (including if passing or failing)
 - Grades in NUA courses
 - Review of warnings/remediation/performance improvement plan
 - Input from instructors
4. When decisions have been made about readmissions, all students who have applied will receive a letter informing them about their readmission status. If they are granted readmission, they will have a list of requirements that they must complete, or their readmission may be revoked.
5. Students who have been readmitted into the program will be required to update any immunizations, certifications, background checks, and other admission requirements as needed prior to the start of their courses.

6. Any student who wants to be readmitted to the Nursing Program after one (1) year must restart the program from the beginning of the program to ensure an appropriate foundation of skills and knowledge is maintained to ensure safe practice.

Certificate Requirements

To obtain the Certified Nursing Assistant certificate, students must successfully complete:

- NUA (Nurse Aide) 1001 with a 75%, “C” or better.
- NUA 1070 with a “satisfactory, passing grade.”
- Students cannot move to NUA 1070 if they did not pass NUA 1001 with a 75%, “C” or better.
- Achieve the Terminal Competencies per the Colorado State Board of Nursing (CSBON)
- Successful completion of the Clinical Evaluation Tool Rubric.

Graduation Requirements

Students must complete NUA 1001 and NUA 1070 with a 75% or higher to apply for graduation.

Students in the Patient Care Technician Program will need to declare Certified Nurse Aide and Phlebotomy Technician as secondary programs in order to receive all three certificates. For graduation information and requirements, visit [the MyCCA student tab](#).

Nurse Aide Graduates

Once a student successfully completes the requirements for a Nurse Aide Certificate, they are eligible to take the state exam through Credentia. The following process must take place to register for the state exam:

1. Graduate with a Nurse Aide Certification from CCA.
2. Register for an account with Credentia.
3. The Nurse Aide Program Coordinator, will approve the students who have received a passing grade in both NUA 1001 and NUA 1070.
4. The students will be able to register/pay to take the NNAAP state written and skills exam through their Credentia account.

All certificate and degree requirements must be confirmed by the college to ensure each student has met the requirements to graduate from the Nurse Aide Program.

Exposure and/or Accidents/Injuries

If a student is injured or exposed to a potential pathogen while at a clinical experience, the student must report the incident to the clinical instructor on site. Necessary care must be sought and any follow-up care (or non-emergent medical care) must be coordinated through the CCA Nurse Aide Program as required by the State of Colorado Workers Compensation Program.

Students are asked to follow these reporting procedures.

- Notify the clinical instructor immediately.
- Notify the Department Chair of Nursing and Health Sciences.
- Follow all clinical site reporting policies.
- Complete the enclosed Incident Report, and return to the CCA Nurse Aide staff within 24 hours.

In order to return and participate in clinical internship activities after exposure and/or accident, the student is required to provide documentation of medical clearance from their medical provider.

Failure to comply with these procedures could result in a denial of compensation claims by the state.

Incident Reporting

Should a student be involved in or witness an unusual or noteworthy incident that may or may not cause injury, harm to any person, or include inappropriate or illegal activity, the Primary Instructor and Department Chair should be notified immediately. Students should follow the reporting policies of the clinical site and document the incident on the enclosed Incident Report. *This documentation should be returned to the CCA Nurse Aide Program within 24 hours.* The program will then take appropriate action and provide follow-up if necessary.

Notice of Non-Discrimination

The Community College of Aurora prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender,

race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The Community College of Aurora will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Cindy Hesse, Director of Human Resources as the Affirmative Action (AA) Officer, Equal Opportunity (EO) Officer and the Title IX Coordinator with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures. If you have any questions, please contact her by e-mail at Cindy.Hesse@CCAurora.edu, by phone at 303-360-4752 or by US mail at 16000 East CentreTech Parkway, Administration Building, Office # A207E, Aurora, Colorado 80011. Ms. Tamara White, Dean of Student Services serves as the Deputy Title IX Coordinator and may be reached by e-mail at Tamara.White@CCAurora.edu, by phone at 303-360-4746 or at 16000 East CentreTech Parkway, Administration Building, Office # A106F, Aurora, Colorado 80011.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

American Disabilities Act (ADA)

The Office of Disability and Equity (ODEI) serves CCA students with disabilities, promoting a learning environment that focuses on individual needs with compassion, empathy, and inclusivity. DEI office collaborates with the CCA community to ensure disability is recognized as a valued aspect of diversity, equity, and inclusion.

Students who have, or think they may have, a disability, and need accommodations for applying to CCA and onboarding (including communicating with Financial Aide, Advising, and other departments) can contact us at ODE@CCAurora.edu or 3030-340-7458 to request accommodations. On demand language interpretation is available. ASL and CART services may request 2-4 days advance notice, depending upon interpreter availability.

The Nurse Aide Program abides by the American Disabilities Act (ADA) by offering students accommodations when approved by the ODEI.

NUA 1001 and NUA 1007 Expectations
Student signature is required before lab and clinical attendance.

I, _____
 (Print Name)

on _____
 (Print Date)

I attended the required Nurse Aide Progrtam Orientation and have read the Community College of Aurora Nurse Aide Student Handbook.

I have read and understand the Nurse Aide Program requirements. I understand that while I am enrolled in the CCA Nurse Aide Progam, I am accountable to the Nurse Aide Program requirements and CCA Student Code of Conduct guidelines.

I understand that a violation(s) will result in disciplinary action that may result in a failing grade and include dismissal from the Nurse Aide Program

Student Name _____ CCA Student S# _____

Student Signature _____ Date _____

Additional Student Requirements

A. Disqualifying Offenses

I understand the Colorado Community College System (CCCS) Disqualifying Offenses for Nursing Programs may be different than Disqualifying Offenses for some health care facilities and/or hospitals.

As a student, I understand I may be assigned to a clinical rotation with stricter disqualifying offenses than those required by CCA and CCCS for admission; and could impact my progress in the Nurse Aide Program.

Student Name _____ CCA Student S# _____

Student Signature _____ Date _____

B. Permission for Assignment Use

I give permission for the Community College of Aurora Nurse Aide Program to keep any of my written assignments/projects for use in their Program Portfolio. Names and identifying information will be removed.

Student Name _____ CCA Student S# _____

Student Signature _____ Date _____



Student Confidentiality Agreement (HIPAA)

It is illegal for you to use or disclose this confidential medical information outside the scope of your clinical duties at the medical facility.

- Guidelines for the use of this information:
 - You may use this information as necessary to care for your patients.
 - You may share this information with other health care providers for treatment purposes.
 - Do NOT photocopy patient information.
 - Do NOT download or email patient information for private use, to include clinical assignments
 - You may only access the confidential information of patients for whom you are caring. Access the minimum amount of information necessary to care for your patient or carry out an assignment. Do not access information about patients other than those you are caring for or for specific course assignments.
 - Do not record patient names, dates of birth, address, phone number, social security number, etc., on the assignments you will turn in to your instructor.
 - Be aware of your surroundings when discussing confidential information. It is inappropriate to discuss patients in elevators, cafeteria, etc.
 - If you have questions about the use or disclosure of confidential health information, contact your instructor.
 - Information concerning clients/clinical rotations must NOT be posted in any online forum or webpage such as Facebook, You Tube, My Space, Twitter, Allnurses.com, blogs, etc.



I understand that in the course of my assignment as a nurse aide student, I may come into the possession of health information. I have a legal and ethical responsibility to safeguard the privacy of all clients and to protect the confidentiality of the clients' health information. I understand the facilities in which I may be placed must assure the confidentiality of human resources, payroll, fiscal, research, internal reporting, strategic planning, communications, computer systems and management information, collectively, with client identifiable health information.

In the course of my assignments, I understand I may come into the possession of this type of confidential information. I will access and use this information only when it is necessary to perform my job-related duties in accordance with the Community College of Aurora and the health care facility privacy and security policies. I understand that by signing this Agreement, I will comply with this Nurse Aide Student Confidentiality Agreement and the Health Insurance Portability and Accountability Act (HIPAA).

Student Name _____ CCA Student S# _____

Student Signature _____ Date _____

Instructor Name _____

Instructor Signature _____ Date _____



COMMUNITY COLLEGE of AURORA

Department of Nursing and Health Sciences

Student Success Plan

| | | | |
|--|--|---------------------------------|-----------------------|
| Student Name: | | Student ID#: | Advising Date: |
| CCA E-mail Address: | | Faculty/Instructor Name: | |
| Course: | Course Time/Days: | | Attendance %: |
| Current Course Grade: % of Homework Completion: | Reason for Academic Advising: <input type="checkbox"/> Attendance <input type="checkbox"/> Exam Grade <input type="checkbox"/> Tardiness/Leaving Early <input type="checkbox"/> Program Code of Conduct <input type="checkbox"/> Outstanding Health Requirements <input type="checkbox"/> Incomplete Homework | | |

Student Success Plan:

- Background Check Drug Screen HepB MMR Tdap Varicella Immunization Titers Seasonal Flu Shot
- Physicians Clearance TB Test COVID

Faculty/Instructor Support Plan: _____

Student Referrals:

- Care Team ODE Office Student Success Online Resources Tutoring Lab TRIO Career Services Pathway Advising

Student Signature: _____ **Date:** _____

Faculty/Instructor Signature: _____ **Date:** _____

Department Chair Signature: _____ **Date:** _____



Name (print): _____

Congratulations! The Health Sciences Department is excited to have you start the (list your program) _____ Program. Students in these programs are expected to participate in all courses activities and maintain program and college academic standards for completion and Grade Point Average. Please read and sign this acknowledge form to enroll in the program.

Please submit this form to your Pathway Advisors, SJ Casillas at SJ.Casillas@CCAurora.edu or Tania Rodriguez at Tania.Rodriguez@CCAurora.edu and HealthSciences@ccaaurora.edu as soon as possible. If not received, you will be unable to enroll in the Nurse Aide or Phlebotomy Program.

All Health Science students must agree to the following for program participation: (please initial each after reading)

_____ I understand that I will only be able to register after reviewing the program information below.

_____ I understand that that there is an English Competency requirement to enroll in this program.

_____ I understand that I must submit to a background check and drug screen in order to progress to the clinical or internship. I understand that felony and some misdemeanor convictions may prevent my participation in this program. I understand that THC (marijuana) is part of the required 10-panel drug screen prior to enrollment into any Nursing or Health Sciences program at CCA. The passage of Amendment 64 in the State of Colorado, does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana) will not be allowed entrance into a Nursing or Health Sciences program.

_____ I understand that I must provide the required vaccination record and/or immunity via titer

- 2 MMR Vaccines/ positive titer
- 2 Varicella Vaccines/positive titer
- 3 Hepatitis B Vaccines/positive titer
- Tdap Vaccine (within the last 10 years)

_____ I understand that I must provide documentation of a negative Tuberculosis Test completed within the year of program completion.

_____ I understand that I must be considered up to date and provide documentation with the COVID-19 Vaccine. Up to date is considered all doses in a primary series and 1 booster when eligible. Getting a 2nd booster is not necessary to be considered up to date at this time. Please note the program does not control a clinic's, community partner's, or a prospective employer's decisions as to acceptance of exemptions and thus, a student's ability to participate in a clinic or secure employment may be impacted if an exemption is denied.

_____ I understand that I must provide documentation of the seasonal Flu Vaccine (Fall and Spring Semesters only) by the due date provided.

_____ I understand to pass HPR 1020/NUA 1001 attendance is required. While absenteeism, tardiness, and missed labs or clinicals may result in failing to achieve the C grade (75% or higher) necessary to pass. Failing to complete HPR 1020/NUA 1001 will result in the prevention of participating in the HPR 1080/NUA 1070 clinical and internships rotation, which must be passed.

_____ I understand that I will be required to wear college required scrubs and student ID on lab/skills day, and when required by the instructor.

_____ I understand that I am responsible for knowing and understanding information and requirements covered in this form, course syllabus, student handbook, and other material provided to me by the college, Health Sciences staff, and my instructor.

_____ I understand that if I do not submit the required health documentation by the course census date deadline, I may be dropped from the course and/or program.

_____ If enrollment is terminated for any reason, I am still responsible for any costs incurred.

_____ I understand that Financial Aid may be available. It is my responsibility to cover any costs not covered by aid. I will complete all required Financial Aid forms required to qualify.



_____ I understand that my student account via MyCCA is where I can find information regarding course grades, billing, financial aid, transcripts, and more.

_____ I understand that I am required to attend a Program Orientation for NUA 1001 and HPR 1020 courses.

_____ **Nurse Aide only.** I understand that it is my responsibility to respond to the State's notification of eligibility to take the licensure exam. Additionally, I am responsibly for understanding the contents outlined in the Nurse Aide Handbook once I receive it.

By signing below, you are acknowledging you understand the information covered and the items initialed above.

Signature

Date



Health Science Programs CNA REQUIRED DOCUMENTATION CHECKLIST

Submission of the following documents is required for the CNA program. Please write your student ID (S#) on all and email HealthSciences@CCAurora.edu, or bring your completed packet to the Center for Simulation building on the Lowry Campus at 9235 E. 10th Dr., Room 127, Denver, CO 80230. There is a drop box outside of SIM 127 if a member of our staff is unavailable. Students cannot enroll into the clinical course until all documentation is on file. Failure to submit everything by deadline will result in non-completion of the program.

1. _____ Completed ***Informed Consent & General Release*** form
2. _____ Completed **Background Check***
3. _____ Completed 10-panel **Drug Screen***

*Fee(s) for the background check and drug screen are included in the tuition.

In addition to the background check and drug screen requirement, to participate in the clinical skills classes it is necessary for the candidate to demonstrate that he or she is free of any medical conditions that could endanger the health or well-being of patients or other students. Fees for these are at the student's expense.

4. _____ Completed **Physician's Clearance** form
5. _____ Verification of (3) **Hepatitis B** vaccinations, immunity by titer, or in process of the series
6. _____ Verification of two (2) **MMR** (Measles, Mumps, Rubella) vaccines, immunity by titer, or in process of the series
7. _____ Verification of two (2) **Varicella** (chicken pox) vaccines, immunity by titer, documented history, or in process of the series
8. _____ Verification of **Tdap** vaccine within 10 years (must have the "pertussis" component)
9. _____ Verification of a Negative **TB** test** dated within the last 12 months that will not expire before the end of the semester, or if positive, a negative chest x-ray and Physician statement that you are non-contagious.

**You must have the TB test performed first. If it comes back positive, only then will a negative chest x-ray be accepted.

10. _____ Fall and Spring students will obtain the **current seasonal flu** vaccine
11. _____ **ALL** students will need up-to-date COVID-19 vaccination to participate in the clinical. Individuals are considered up-to-date with their COVID-19 vaccines when they have received all doses in a primary series and one booster when eligible. Getting a second booster is not necessary to be considered up-to-date at this time. The recommendations are different depending on age, health status, and timeline/type of vaccine first received.



**COMMUNITY COLLEGE OF AURORA
CRIMINAL BACKGROUND CHECK INFORMATION
For
Health Science Program Clinical Experience**

A recent change in the standards of the Joint Commission on Accreditation of Healthcare Organization (JCAHO) has resulted in a change to Community College of Aurora's Educational Affiliation Agreements with clinical facilities throughout Colorado. The change requires that every student assigned to a clinical facility for the purpose of education and training **must** complete a criminal background check. Therefore, you will be **required** to complete a background check that will be evaluated for disqualifying factors. All background checks must be done through this CCA process even if you have previously had a background check completed by an employer or other agency.

Log on to the CastleBranch website at <https://portal.castlebranch.com/OM29> . At this site you will find information on the process for obtaining and submitting your background check. On the back of this sheet you will find a list of disqualifying factors. NO FELONIES are allowed – NO EXCEPTIONS. Release forms necessary for the college to process your background check are also required and included in the packet.

Your completed background check will be directly forwarded to the Director of Health Sciences from CastleBranch. The completed CCA release forms are due at the CCA Health Science Program office, LSIM 117, prior to the start of any clinical experience. You will **not** be able to progress to a clinical placement without completed release forms and a completed background check that has been evaluated by the Health Science Department Staff, and is on file in the Director of Health Sciences office.

Should your background check reveal any disqualifying factors, you will not be permitted to enroll or progress in the specific CCA Health Science programs. If this is the case, you will be notified by the Director of Health Sciences.

COLORADO COMMUNITY COLLEGE SYSTEM (CCCS) DISQUALIFYING OFFENSES – HEALTH SCIENCE PROGRAMS

The Colorado Community College System (“CCCS”) and the State Board for Community Colleges and Occupational Education authorize the nursing programs to conduct a background investigation of all student applicants. The clinical sites used in the nursing programs require background checks of all potential interns. The purpose is to maintain a safe and productive educational and clinical environment. New students who refuse to comply with the background investigation will not be allowed to enter a CCCS Nursing Program.

An Applicant will be disqualified from a CCCS nursing program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant’s burden to produce substantial evidence that proves the crimes charged are incorrect.

Community College of Aurora HEALTH SCIENCE PROGRAMS

Informed Consent

The Health Science Programs curriculum criteria and academic standards for course credit and program achievement require students enrolled in Health Science Programs to undergo training at clinical sites. A critical element of determining a student's suitability for participation in the program as well as assignment at one or more clinical sites during the course of his or her program is to determine that the student does not have a criminal record of drug-related and/or other felonies that might place the clinical site in jeopardy by the placement of an unsuitable student at their institution.

The Community College of Aurora is required to declare to the hosting institution the suitability of every student assigned to that institution. Therefore, all Health Science students must undergo a criminal background check and drug screen as a term and condition of their enrollment in the College's Health Science Programs.

Any and all costs associated with the aforementioned criminal background check and drug screen will be borne by the Health Science student. Further, all fees paid for criminal background check and drug screen are non-refundable. Prior criminal background check and drug screen results will **not** be accepted.

The results of the aforementioned criminal records and drug screen checks will only be released by the relevant consumer reporting agency and healthcare provider to the Director, Assistant Director, Department Chair, Clinical Coordinator, and Program Assistant of the Health Science Programs. This information will be maintained in a separate file from the student's academic record. Access to this file will be governed by the Family Educational Rights and Privacy Act (FERPA).

General Release

I, _____, for myself, my successors, agents and estate, hereby release the State of Colorado, the State Board for Community Colleges and Occupational Education, Community College of Aurora, Health Science Programs and all current and former employees, agents and attorneys of the State of Colorado from any and all claims, causes of action, liabilities, expenses and for damages which I may assert against any of them as a result of my undergoing a criminal background check and drug screen as required for enrollment in the Health Science Programs.

Furthermore, I understand that this release shall be forever binding and no rescission, modification, or release there from may be made without the express written consent of the Community College of Aurora and SBCCOE.

Furthermore, I have received all the information necessary to make an informed decision regarding this release. I fully understand the terms and consequences of agreeing to this release, and acknowledge that I voluntarily and of my own free will am waiving my right to assert any action against the State of Colorado, the State Board for Community Colleges and Occupational Education, Community College of Aurora Health Science Programs, and all current and former employees, agents and attorneys of the State of Colorado, and agents of Community College of Aurora performing services on behalf of the College, for any and all claims, causes of action, liabilities, expenses and for damages which I may assert against any of them as a result of my undergoing a criminal background check and drug screen as required for enrollment in the College's Health Science Programs.

(OVER)

Limited Release of Criminal Record and Drug Screen Results

I, _____, hereby authorize any representative of the Community College of Aurora, Health Science Programs and agents to release any and all information and/or medical records pertaining to my criminal background and drug screen results to any authorized clinical site representative from the Health Science Programs appropriate in order to determine my suitability to enroll in the College's Health Science Programs and/or to be assigned to a clinical site selected by the Program.

BY: _____
Student Signature

Date: _____



**PHOTO, VIDEO AND SOUND RECORDING
RELEASE AND CONSENT FORM**

I hereby consent to and authorize the use and reproduction of any and all photographs, digital images, or video/audio streaming/recordings made of me, my children, or my animals for use by Community College of Aurora (“CCA”), the Colorado Community College System (“CCCS”), or the State Board of Community Colleges and Occupational Education (“SBCCOE”), and their employees, officers, agents, licensees, independent contractors, successors, and assigns (collectively the “College”).

I also give permission for such photographs, digital images, or video/audio streaming/recordings to be used in their entirety and/or edited versions as deemed necessary by the College, without further clearance by me, including the use of images on college websites, photo websites, social media, and other marketing materials for any educational, institutional, scientific, marketing, or informational purpose whatsoever. All right, title, and interest in such photographs, digital images, or video/audio streaming/recordings belong to SBCCOE or its designee.

I further give permission to the College to use my name, biography, and any other personal data, events, or other material in or in connection with any such uses of the photographs, video and sound recordings.

I release and agree to hold harmless CCA, CCCS, and SBCCOE, and their employees, officers, agents, licensees, independent contractors, successors, assigns, and/or others for whom or by whom their acting, of and from any liability by virtue of taking of the pictures, video, or sound recordings, or using the testimonial/biographical data, in any processing tending towards the completion of the finished product, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

I certify that I am at least 18 years of age (or if under 18 years of age, that I am joined herein by my parent or legal guardian) and that this release is signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

IF APPLICABLE: So that the photographer/videographer can identify me correctly, my appearance can be distinguished by:

_____ (describe identifying hairstyle, jewelry or piece of clothing)

Printed Name of Participant _____

Participant’s Signature: _____ Date _____

Address _____

City _____ State _____ ZIP _____

Personal Email: _____

Parent Printed Name _____ Signature of Parent _____
(if individual is under 18 years of age)



PHYSICIAN'S CLEARANCE
For the Community College of Aurora's
Health Science Programs

Student's Name: _____ **Date of Birth:** _____

In order for this student to participate in the Community College of Aurora's Health Science Programs it is necessary that we have a complete record of health status. Please complete the following information and sign where indicated.

I hereby certify that I have examined the above named student, have reviewed his/her medical history and make the following recommendations for his/her participation in the program's didactic, psychomotor skill labs, clinicals.

_____ **CLEARED WITHOUT RESTRICTIONS**

_____ **Cleared with LIMITED PARTICIPATION**

Reason for limited participation: _____

_____ **Follow-Up Needed:** _____

Date to Return: _____

_____ **NOT CLEARED FOR PARTICIPATON**

Reason for non-participation: _____

Date of Physical: _____ (Valid for 365 days unless rescinded)

Signed By: _____ (Must be signed by a MD, PA, or NP) _____ (Type/Print Name and Degree)

Address: _____

City/State/Zip: _____

Phone #: _____

Physician's Stamp Must Appear Here

FERPA RELEASE FORM



Note: This Records Release will expire at the end of the _____ semester unless you, the student requests an earlier expiration date or requests in writing that we cancel this request. Students must renew FERPA releases every twelve months.

Please read the information on the back of this form before signing.

Optional: Early Expiration Date: _____

Student Name _____ Student ID _____
(please print clearly)

Please provide information from my records to the following individuals or organization:

| | |
|---|--|
| Name of Individual or Organization <small>(please print clearly)</small> | Relationship (ie: spouse, parent, counselor) |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The type of information that is to be released under this consent is:

- _____ Financial Aid Information
- _____ Cashier's Information (payments made or due, current bill, billing summary, etc)
- _____ Academic Records Information
- _____ Classroom Progress
- _____ All Records
- _____ Other (specify) _____

ATTENTION STUDENT!! DO NOT SIGN THIS FORM UNTIL YOU ARE IN THE PRESENCE OF A CCA STAFF MEMBER OR A NOTARY.

This form is valid only if your signature has been witnessed by a CCA staff member **or** a Notary. You must present valid photo ID at the time of signature.

Student Signature: _____ Date: _____

CCA Staff Initials: _____ Date: _____

If you are unable to present this form in person (with photo ID) to a CCA staff member, CCA will allow you to have your signature witnessed by a Notary and will accept the notary signature in lieu of the CCA staff signature. Please mail or FAX the notarized form to the information below.

The foregoing "FERPA RELEASE FORM" was acknowledged before me by _____ this _____ day of _____, _____.

Witness my hand and Official seal:

Community College of Aurora
Admissions, Registration, and Records
16000 E. CentreTech Pkwy
Aurora, CO 80011

Notary Signature

FAX: 303 361-7432

FERPA BASIC INFORMATION

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. (Refer to current CCA catalog for further information.)

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of the Community College of Aurora without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the college access to their educational records.

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records, just notify us in writing that you wish to cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, advising notes, admission files, grades and other academic records as you indicated on the front of this form. Note that the person(s) you grant access to your files are able to see your records but they are NOT allowed to perform actions at the college on your behalf.

WHAT INFORMATION DOES THE COMMUNITY COLLEGE OF AURORA CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. You can prevent disclosure of this information by filing a written request with the Office of Enrollment Services. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

- Student name
- Year of Birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance (semester, not individual class dates)
- Degrees and awards received
- Most recent educational institution attended
- College issued e-mail address

Your name may be released for graduation lists, special awards, honors, and events to the news media. **In accordance with the Solomon Amendment, the College must also provide your enrollment and address information to military recruiters.** Other information contained in your records is considered private and not open to the public without your written consent.

Colorado Nurse Aide

Written (or Oral) Examination & Skills Evaluation

Candidate Handbook

January 2024



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

Colorado NNAAP®
1025 Greenwood Blvd.
Suite 401
Lake Mary, FL 32746

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.

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 888-204-6249

STATE BOARD OF NURSING

(303) 894-2430

1560 Broadway, Suite 1350 Denver, CO 80202

dora_nursingboard@state.co.us

Hours of Operation:

Mon – Fri 8:00 a.m. – 5:00 p.m. (Mountain Time Zone)

Contact State Board of Nursing to:

- Clarify information about the Registry (certification)
- Obtain information regarding endorsement from other states
- Obtain information on continued certification on the Registry (renewal)
- Apply online for certification by endorsement or reinstatement at: <https://dpo.colorado.gov/Nursing/CNAApplications>
- Download an application for certification by endorsement or reinstatement
- Change your current address or name after certification
- Apply for certification after surrender or revocation

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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 Colorado 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 CREDENTIALIA

This handbook was created by Credentia in partnership with the Colorado Board of Nursing. Credentia is a nationally recognized provider of testing services to develop, score and report the results of the Colorado 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 Colorado 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 Colorado
- 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 Colorado MUST complete an Application for Registration by Competency Examination online at www.credentia.com/test-takers/co. You must pass both parts of the examination within a time period to be apart of the CO Nurse Aide Registry

E-1

NEW NURSE AIDE CANDIDATES: You must have completed a state-approved training program. (you must pass the nurse aide exam within two (2) years (24 months) after credentia receives your application.) If you do not take and pass the exam (written and skills) in that two-year period, the application will expire and a new application with required fees will have to be completed and paid again

E-3

3 LPN, RN, LPT, OR MILITARY EQUIVALENT STUDENT WHO HAS NEVER BEEN LICENSED: You must have completed five (5) semester credits of nursing fundamentals in a Practical Nursing, Registered Nurse, or Psychiatric Technician program. (you must pass the nurse aide exam within two (2) years (24 months) after credentia receives your application.)

E-4

LPN, RN, OR LPT STUDENT WITH AN ACTIVE OR EXPIRED LICENSE FROM ANY U.S. STATE OR TERRITORY: You must attach a copy of your license or transcript proving that you completed a RN, LPN, or LPT nursing program.(you must pass the nurse aide exam within two (2) years (24 months) after credentia receives your application.)

E-5

NURSE WHO WAS TRAINED OUTSIDE OF THE UNITED STATES OR U.S. TERRITORIES: You must provide translated transcript(s) demonstrating five (5) semester credits of nursing fundamentals or its equivalent in a Practical Nursing, Registered Nurse, or Psychiatric Technician program.(you must pass the nurse aide exam within two (2) years (24 months) after credentia receives your application.)

E-6

NURSE AIDE WHO WAS TRAINED IN ANOTHER STATE AND DOES NOT HOLD A CURRENT NURSE AIDE CERTIFICATE:You must provide proof that you completed a state approved nurse aide training program. (you must pass the nurse aide exam within two (2) years (24 months) after credentia receives your application.)

E-7

RN, LPN, OR LPT WITH ACTIVE DISCIPLINE: You must attach a copy of your most recent nursing license. You must check “Yes” under Screening Question 5 on the application and provide an explanation. Your application will require review by the Nurse Aide Advisory Committee.(you must pass the nurse aide exam within two (2) years (24 months) after credentia receives your application.)

E-8

CERTIFIED NURSE AIDE (CNA) WHOSE LICENSE WAS REVOKED OR SURRENDERED:There is a one-year waiting period after revocation and a two-year waiting period after surrendering a CNA certification before you can re-apply. You must complete re-training at an approved training program within two years prior to applying by examination and supply proof of training. You must check “yes” to Screening Questions 8 on the application and provide a written explanation. You must submit a letter to the Board with your application requesting permission to re-test. Your application and supporting documentation will require review by the Nurse Aide Advisory Committee (NAAC) which will increase the application processing time. You must pass the nurse aide exam within two (2) years (24 months) after Credentia receives your application.”

E-11

E11 NURSE AIDE WHO IS REINSTATING BY EXAMINATION BUT HAS NOT WORKED AS A NURSE AIDE FOR PAY FOR AT LEAST EIGHT (8) HOURS IN THE LAST 24 MONTHS: You must attach a copy of your most recent nurse aide certificate or a copy of your Certificate of Completion from a state-approved training program.

Online Registration and Scheduling

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



HERE'S HOW IT WORKS:

After finishing a Colorado 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, go to www.credentia.com/test-takers/co. Click the "CNA365 Login" button on the top of the Colorado nurse aide website.
- 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 any questions about the application process, contact a support representative at 888-204-6249.

EXAM FEES

You must pay for both the Skills Evaluation and the Written (or Oral) Examination the first time you 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.

| | |
|---------------------------------|------|
| Written Examination | \$85 |
| Oral Examination (English) | \$50 |
| Oral Examination ONLY (SPANISH) | \$50 |
| Skills Evaluation ONLY | \$85 |

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 full details on the accommodations process and required supporting documentation.

HEALTHCARE PROFESSIONS PROFILE REQUIREMENT

The Michael Skolnik Medical Transparency Act (section 24-34-110, C.R.S.) requires certified nurse aides to create and keep current an online Healthcare Professions Profile.

To create your profile, you will answer “yes/no” questions about your education, employer, disciplinary actions in any state, felony convictions, and crimes of moral turpitude. You can also enter information about awards and charity/volunteer work.

If you answer yes to: 1) disciplinary actions and/or restriction/suspension of a CNA license; and/or 2) felony conviction (or crime of moral turpitude) you have to send a copy of the final document to the Division of Professions and Occupations. That document will be posted online with your Healthcare Professions Profile and can be viewed by the public. When your information changes you must update your online Profile within 30 days. If you do not meet these requirements, you can receive an administrative fine and will not be able to renew your CNA license. If you have questions, or need to update your Healthcare Professions Profile, please see the DORA website at www.dora.colorado.gov/professions/hppp or call the HPPP Helpdesk at 303-894-5942 or by email at dora_dpo_hppp@state.co.us

AUTHORIZATION TO TEST NOTICE

Your authorization to test notice will be in the form of an email that will be generated after you schedule your exam(s) online. The email will contain important information about your examination.

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.



Cancellations

You can easily cancel or reschedule an exam online using your CNA365 account. Go to www.credentia.com/test-takers/co 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 also 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/co 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 call Credentia within 14 days of the exam date to request an excused absence for the following reasons:

- Illness of yourself or a member of your immediate family
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

A case number will be assigned and instructions provided for emailing supporting documentation. Candidates absent from or late to an exam who have not changed or canceled the reservation according to the change/cancel policy will not be admitted to the exam and will forfeit the exam fee.

WEATHER EMERGENCIES

The test will be delayed or canceled only in emergencies. If bad weather or a natural disaster closes the test site or makes it unsafe, the test will be delayed or canceled. If this happens, you'll be contacted by phone and email with change details.

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 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 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 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 must be a photo identification). Photocopies of identification will NOT be accepted. Examples of identification you can use include:
 - Driver’s license
 - Social Security card
 - Clinic card
 - Credit card
 - Library card
 - State-issued identification card
 - Passport
 - Alien registration card

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

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/co 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
- Watch with a second hand

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://www.credentia.com/test-center-exams)

PROPER IDENTIFICATION

You are required to bring two (2) forms of official, signature-bearing identification to the test site (one of which must be a photo identification). Photocopies of identification will NOT be accepted. Examples of proper identification include:

- Driver's license
- Your Social Security card
- Clinic card
- Credit card
- Library card
- State-issued identification card
- Passport
- Alien registration card

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 Colorado Board of Nursing 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 Colorado Board of Nursing. 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.

The 2024 National Nurse Aide Assessment Program (NNAAP®) Written (Oral) Examination Content Outline

The revised content outline is based on the findings from the 2019–2020 Job Analysis and Knowledge, Skill, and Ability Study of Nurse Aides published by the National Council of State Boards of Nursing (NCSBN) in 2023. The examination content outline will be effective April 2024.

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.



| Content Domain | 2024 Content Outline | |
|--------------------------------------|-----------------------------|-----------------------------|
| | Weighting of Content Domain | Weighting of Content Domain |
| I. Physical Care Skills | | |
| A. Activities of Daily Living | 22% | 13 |
| 1. Hygiene, Dressing and Grooming | | |
| 2. Nutrition and Hydration | | |
| 3. Elimination | | |
| 4. Rest/Sleep/Comfort | | |
| B. Basic Nursing Skills | 35% | 21 |
| 1. Infection Control | | |
| 2. Safety/Prevention/Emergency | | |
| 3. Technical Procedures | | |
| 4. Data Collection and Reporting | | |
| C. Self Care/Independence | 7% | 4 |
| II. Psychosocial Care Skills | | |
| A. Emotional and Mental Health Needs | 8% | 5 |
| B. Spiritual and Cultural Needs | 2% | 1 |
| III. Role of the Nurse Aide | | |
| A. Communication | 7% | 4 |
| B. Client Rights | 8% | 5 |
| C. Legal and Ethical Behavior | 5% | 3 |
| D. Member of the Health Care Team | 6% | 4 |
| Total | 100% | 60 |

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.



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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

(Tested on the candidate volunteer with a clean, unused 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**

Exam Results

You will get a notification email from CNA365 when a new exam score has been posted to your online account. To see your score report, please login to your CNA365 account by clicking the “CNA365 Login” button on the top of the Colorado nurse aide website page at www.credentia.com/test-takers/co.

Score reports are generally available within a few hours after the day’s testing event is completed. If it has been more than 24 hours and you’re not able to see your score report in CNA365, please contact customer service at 888-204-6249

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 are either an E3 or an E4 candidate (see page 7), you have ONLY ONE attempt to pass the examination. If you fail, you MUST retrain and reapply under eligibility route E0.

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.

| COLORADO NNAAP® EXAMINATION RESULTS | |
|--|----------------|
| Exam: Skills | Result: Fail |
| Skills Performance: | |
| 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/co 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

IF YOU CHANGE YOUR CONTACT INFORMATION (NAME, ADDRESS, TELEPHONE NUMBER, EMAIL ADDRESS)

After you have been certified as a nurse aide, you MUST inform the State Board of Nursing about any changes in your contact information. To change your address, telephone number, or email address after you have been certified, you may:

- Change your address on the State Board of Nursing web site at <https://dpo.colorado.gov/UpdateContact>, or
- Send an Address/Name Change/Duplicate License Request Form (<https://drive.google.com/file/d/0BzKoVwvexVATdEJGTVFEM2VLdVU/view>) to the State Board of Nursing:

**Division of Professions and Occupations
State Board of Nursing
1560 Broadway, Suite 1350 Denver, CO 80202**

Name and address changes are required by law to be submitted within thirty (30) days of the change.

The Address/Name Change form will ask for both the old information and the new information, including your name, address, Social Security number, and telephone number. If you change your name, you must send with your Address/Name Change form a copy of a marriage certificate, divorce decree, passport, or other court document that changes your name.

The Board will not be able to send you a notice to renew your certification if your email address on the Registry is incorrect. You risk losing your nurse aide certification if you do not tell the Board of Nursing about an address change.

Frequently asked Questions

CO Nurse Aide Registry



| QUESTION | ANSWER AND REFERENCE (WHERE APPLICABLE) |
|---|--|
| 1. How do I become a Nursing Assistant Certified (CNA)? | <p>You must successfully complete a state-approved nurse aide training program and pass both the written and skills portions of the NNAAP examination</p> <p>Application for an CNA certification with the Colorado Board of Nursing is required.</p> |
| 2. May I perform the duties of a Nursing Asst. before I am certified? | <p>You may NOT work as a certified nurse aide until you are certified in Colorado. If you are directly employed in a skilled nursing facility or managed care facility, AND this is your initial certification as a nurse aide, you may work for up to four months while you complete your certification. This exclusion does not apply to any person who has already been certified as a nurse aide in any state or US territory and allowed their certification to lapse, had their certification suspended or revoked, or had their application denied.</p> |
| 3. How do I decide which exam to take? | <p>An Oral Examination in English or Spanish may be substituted for the Written examination if you have difficulty reading English. It contains ten (10) reading comprehension questions in which you must identify job-related words.</p> |
| 4. How do I arrange for special accommodations? | <p>Special requests must be submitted and approved prior to testing. Documentation from your physician or other qualifying professional must be included with the request. Please refer to the Special Exam Requests and Services section of the candidate handbook for details.</p> |
| 5. Is there a time limit in which I must pass both exams? | <p>You are allowed three (3) attempts to pass both portions of the NNAAP Examination. If you should fail either part or both parts three (3) times, you will be required to successfully complete a state-approved training program and re-take both parts of the NNAAP examination. There is no time limit in which you can take your 3 attempts. A candidate has two years (24 months) from date of application to pass both exams.</p> |
| 6. Can I register for an exam or check my scores online? | <p>Once you have been approved to test, you are required to complete the online registration process.</p> <p>If you passed both parts of the examination, your name will be forwarded to the Colorado Board of Nursing. You must contact the Colorado Board of Nursing to apply for your Nursing Assistant Certification.</p> |
| 7. What form of payment do you accept and may I take it to the test site? | <p>All payments must be made at the time of scheduling your examination by credit card, pre-paid credit card or electronic voucher. NO form of payment will be accepted at the test site.</p> |
| 8. What is the next test date? | <p>Skills test dates at Regional Test Sites are listed on the Credentia website (www.credentia.com/testtakers co). Click on "Regional Test Sites" in the Resources section.</p> |
| 9. How long will it take me to find out if I passed or failed? | <p>Score reports for the Skills & Written Exam will be accessible through your CNA365 account. Please check your account to find out if you passed or failed.</p> |

Notes:

Notes:



Credentia