ILLINOIS NURSE ASSISTANT/AIDE
TRAINING COMPETENCY
EVALUATION PROGRAM

ILLINOIS NURSE ASSISTANT COMPETENCY EXAM GUIDELINES

FOR

ILLINOIS NURSE ASSISTANT / AIDE PROGRAM COORDINATORS / INSTRUCTORS

SIUC Nurse Aide Testing Program
and
Illinois Department of Public Health

2023

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COMPETENCY EXAM APPLICATION GUIDELINES

The purpose of this handbook is to assist Nurse Assistant Training Program Coordinators/Instructors with the submission of data required by the Illinois Department of Public Health (IDPH) and Southern Illinois University Carbondale (SIUC) for the Illinois Nurse Assistant Competency Evaluation (INACE).

See www.nurseaidetesting.com for information regarding Illinois Nurse Assistant/Aide testing.

IMPORTANT REMINDERS:

1. All INACE roster submissions are made utilizing the online INACE registration system at https://inace.nurseaidetesting.com. Credentials are provided to each Program Coordinator affiliated with an approved Basic Nursing Assistant Training Program (BNATP). The electronic roster must include the **instructor code and the program completion date.** The roster may be created in advance of program completion **but may not be submitted until the program has completed**. This roster is the official final class roster as required by IDPH.

2. Student information that must be collected to complete the roster creation process includes: First Name, Middle Name, Last Name, Social Security Number, Email and Date of Birth. All of these fields are required. A student will not be able to register for the exam without a SSN, ITIN or email address (see SSN information on page 4).

3. It is the responsibility of the Illinois BNAT Program Coordinator to verify successful program completion and submit those students to the online INACE system to complete the competency exam registration process. **The Program Coordinator should not submit a roster for students who did not successfully complete their training program.**

4. Students who are unable to verify their eligibility will be directed to the Program Coordinator for correction of roster information. ALL information must be accurate, or the student will not be able to create an account and register for testing.

Additional information including a printable pdf of the INACE Program Coordinator instructions as well as test taker instructions are available at www.nurseaidetesting.com under the heading EXAM REGISTRATION.

Determine Eligibility of Students

Students are eligible to apply for the competency exam only after they have successfully completed an approved Illinois BNATP. Training programs are approved by the Illinois Department of Public Health. **Students must be eligible to test (i.e., program completed) at the time the online roster is submitted. Do not submit a**

roster containing names of students who have not successfully completed training.

NOTE: All first-time applicants MUST be submitted online by the BNATP if their training occurred LESS than 12 months ago. If training occurred MORE than 12 months ago, the student must complete a new training program BEFORE being submitted for testing.

Social Security Numbers

Effective August 2, 2010, no student may be submitted for the Competency Exam unless they have a valid Social Security number or ITIN number. Any student without a valid SSN or ITIN will not be permitted to test nor added to the Health Care Worker Registry. It is highly recommended that this determination be made at the beginning of the class rather than at the end of the class. Briefly, Social Ssecurity numbers are not valid if they:

- Begin with the number "666" in positions 1-3.
- Begin with the number "000" in positions 1-3.
- Contain the number "00" in positions 4-5.
- Contain the number "0000" in positions 6-9.

Individual Tax Identification Numbers ("ITIN")

Effective January 1, 2023, programs can now admit students with an ITIN. The HCWR has been programmed to accept ITINs and the certification exam will allow you to enter an ITIN on the roster. Bear in mind that an ITIN does not give an individual work authorization, nor does achieving a CNA certification. It would be best practice to include counseling for those students that they may not be able to legally work after completing a BNATP. [Copied from March 2023 IDPH Update]

Requesting Accommodations for Testing
(Example in Appendix A)

Illinois Nurse Aide Competency Exam centers will provide accommodations for testing to applicants who qualify. To request an exam with accommodations, the BNATP Program Coordinator or Instructor must prepare **a cover letter stating the accommodations requested** and submit it along with the official documentation stating the accommodations to be provided. The initial request may be made online at www.nurseaidetesting.com and the documentation sent by fax (618-453-4300) or email to inat@siu.edu.

The accommodations documentation must be from a person who has the background and training to make a determination of the accommodations that are needed (i.e., school's special needs counselor, resource services coordinator, medical professional/specialist, etc.). Examples of acceptable accommodation documentation would include: a student's IEP (Individualized Education Plan), documentation of accommodation services received from an educational institution,

or documentation of physical disabilities such as vision or hearing problems. **Accommodation testing requests must be typed on official letterhead and signed and dated by the professional submitting the documentation and must specifically state what accommodations are required.** Accommodations allowed would include oral exams (electronic media), reader (live person), extended time, separate testing area, enlarged type, simple calculator, etc.

BNATP Instructors are not considered to have had the training to determine accommodations to be provided. Applicants may not refer themselves for testing with accommodations. Testing accommodation requests and documentation must be sent to the SIUC Nurse Aide Testing office for approval. Applicants will not be scheduled for testing with accommodations until approval from the SIUC Nurse Aide Testing Project is granted. Submitting the requests as early as possible will help ensure that proper accommodations are arranged for the testing time requested. Students **MUST** contact the SIUC Nurse Aide Testing office immediately upon scheduling their test. For students requiring a reader, they should schedule their test at least 7 to 14 days in the future to provide sufficient time to notify the test site.

NOTE: English as a second language is not recognized as a disability by IDPH and does not qualify the individual for accommodation testing. Individuals who are working in primarily English speaking facilities are expected to be able to read and speak English fluently and are required to take the Illinois Nurse Aide Competency Exam in English.

Please submit accommodation requests and disability documentation to the SIUC Nurse Aide Testing office as early as possible. The initial request can be made through the online process available at www.nurseaidetesting.com under EXAM REGISTRATION, and the documentation should be sent by email to inat@siu.edu or fax to 618-453-4300 or mail to:

SIUC NURSE AIDE TESTING
1840 INNOVATION DRIVE, SUITE 103
CARBONDALE, IL 62903
ATTENTION: ACCOMMODATION REQUEST

<u>Reader Exams</u>

Reader exams are given by a live individual only if the accommodation documentation indicates this as the required mode of exam delivery. Testing centers frequently handle reader exams in an individual manner. Specific information will be arranged and provided by the test site coordinator. There is no additional charge for an approved reader exam or other accommodations for testing.

<u>Other than English Exams</u>

Other than English exams are no longer available. Individuals who are working in primarily English-speaking facilities are expected to be able to read and speak English fluently and are required to take the Illinois Nurse Aide Competency Exam in English.

INACE PROGRAM COORDINATOR INSTRUCTIONS

The Program Coordinator shall submit, no later than 30 days after program completion, this final class roster of **ALL** students who have successfully completed the training program. A Program Coordinator creates a roster of those students who have completed and passed the CNA course at an approved BNATP. Students may not purchase INACE seats online until their data is on a **submitted** roster.

To create a roster:

1. Go to https://inace.nurseaidetesting.com.
2. Sign in using your Program Coordinator account.
3. Click the *Create Rosters* tab.
4. Click *Create Roster*.
5. Set the Program Completion Date.
6. **Type in the Instructor Code.** Only one instructor code can be assigned to a roster and it should be the lead instructor if there are more than one.
7. The roster's ID number is displayed along with the program code and name, the number of applicants and other details.
8. Click the *Applicants* button to add and edit applicant information.
9. Click *Add An Applicant*.
10. Fill in the Applicant's name, Social Security number and email. Select the date of birth and click *Save*.
11. Click the *Rosters* link (left arrow with the word Rosters next to it on the upper left) and continue adding Applicants until all Applicants are included in the roster.
12. To check each Applicant's data for accuracy: Click the *Applicants* button and click the *Applicant's Edit* link then make the necessary edit. No changes can be made after the roster is submitted.
13. When all the information has been added, click the *Roster's* link (with the left arrow next to it) to return to the roster home screen. Find the current roster and click "*Submit*", click "*OK*" in the "Alert" window, and then click "*send email*" to ensure students will be notified.
14. Applicants sign up using their email address, SSN and date of birth matching the data in the submitted roster.
15. **You must ensure that all Applicant information is correct. If the information does not match what the Applicant uses to verify eligibility, he/she will be directed back to you to correct their personal information and submit a new roster**.

While submitted rosters may not be changed, you may make and submit new rosters containing corrected data or additional Applicants. Only submit a new roster with corrected data if you are sure the Applicant has not already created their account. Applicants may create an account if their confirming data is in a submitted roster.

The Program Coordinator is responsible for ensuring that the registration process is made as easy as possible for the student. **If you need assistance in filling out the roster, please call 877-262-9259 or email inat@siu.edu.**

Seat Purchase Utilizing the Voucher Process

Programs that collect testing fees up front as part of the cost of the training program must purchase vouchers based on the fee collected from each student. A company check from the training program in an amount that reflects the exam fee, which is $85 multiplied by the number of vouchers needed (i.e., $85 fee x 10 students = $850), should be sent to Nurse Aide Testing via mail (Attention: Vouchers). The check should include the training program name and program code for proper processing. The Nurse Aide Testing office will email the vouchers in an Excel spreadsheet to the Program Coordinator within 24 hours of receipt of the check. Please allow proper time for the company check to be received and vouchers to be emailed to allow your students to register for testing.

What forms of payment does INACE accept?
- Major credit cards: Visa, Mastercard, Discover, American Express
- Prepaid Debit Cards (these must be registered to the student's name in order for it to be accepted).
- Vouchers purchased through the SIUC INACE project.

Fee Schedule

Initial Exam Fee	**$85**
Failed Exam (Retake)	**$85**
No Show Exam (Reschedule)	**$55**

All Purchases are Final – No Refunds

Recertification or qualifying exam with IDPH approval is the same fee schedule above. Exam must be completed successfully within 12 months of the program completion date or the time to test is expired.

Applying to Retake an Exam

An Applicant who does not pass the exam has the option of two (2) retakes within 12 months from the program completion date. After failing the exam three times or running out of time to test, the Applicant must complete an approved training program again.

Applying to Reschedule an Exam

An Applicant who missed the exam may purchase a seat online and pay the reschedule No Show fee.

❖ If an Applicant who is re-applying to take the exam had testing accommodations approved and provided at the previous exam and wishes to have those accommodations provided at the next exam, the Applicant must contact the INAT office by phone at 877-262-9259 or send an email to inat@siu.edu to request accommodations prior to retaking the exam. This notification must be done with as much advance notice as possible as some accommodations may not be provided on short notice.

PREPARING FOR THE COMPETENCY EXAM

The competency exam consists of 85 questions with multiple-choice answers. Applicants will have 90 minutes (1 ½ hours) to complete the exam.

What does the Applicant need to bring to the exam?

- A printed copy of the "Exam Confirmation" or receipt showing purchase of their seat. This is helpful if there is a question about registration. The receipt also provides important information containing the test site address, room number and instructions or directions.

- **The Applicant MUST also have their login ID and password to their INACE account as that is what they will use to access the test**. If they are unable to login or do not have their login ID and password, they will be asked to leave the test site and reschedule a future test at their own cost. It is important that they use their login ID and password to access their INACE account a few days before the test so ensure there are no problems and have time to obtain this information prior to the test date.

- **The Applicant MUST have their photo ID (i.e. driver's license, state ID, school ID, passport). They will NOT be admitted to test if they do not have a photo ID.**

- To be admitted to the examination center, the Applicant's name must be on the test roster.

- Bring No.2 pencils as the test facilities may not provide them. These are used to make notes on the scratch paper that is provided.

- On the day of the examination, the Applicant should arrive at the examination center **at least 30 minutes** before the time listed on the "Exam Confirmation". Applicants arriving after the start of the exam will NOT be admitted to the room nor be allowed to test during the testing period. They will be asked to leave the test site and will need to reschedule their test at the reschedule testing fee of $55 once their account reopens.

EXAMINATION RESULTS

Distribution of Test Results

Approximately three business days from the date of the exam, each Applicant will receive an email directly from the INACE program as this is automatically generated. This is an unofficial result and is intended to notify the Applicant of his/her test results only. It is **NOT** an official document as to his/her status on the Illinois Health Care Worker Registry.

Applicants should NOT call the Nurse Aide Testing Office for the exam results. Due to the Privacy Act, we are unable to provide any exam results information by phone, fax or email.

Verifying Results

Approximately two weeks after the test, all test results will be posted on the Illinois Health Care Worker Registry. Employers are required by state law to verify an individual's eligibility to work as a Nurse Aide in the state of Illinois by visiting the Illinois Health Care Worker Registry at hcwrpub.dph.illinois.gov.

Results on Registry

All Applicants should be directed to check their official results on the Health Care Worker Registry by following the instructions below:

Go to https://hcwrpub.dph.illinois.gov and click "Search the Healthcare Worker Registry" in the middle of the page. Enter your first and last name ONLY, do NOT enter your middle name or initial, then click Search. If your name does not appear, enter the first 5 letters of your first and last name.   Click the square icon at the end of your name. The next page shows your results under the word "Competency" containing the date you took the test and your results. F1, 2 or 3 = Fail, NS = No Show and P = Pass. Print that page as verification for any employer as to the results of your exam.

Sample Letter for Requesting Accommodations for Testing

NOTE: *This letter must be on official letterhead from the school, facility, or professional's office.*

Letterhead

Current Date

Nurse Aide Testing
SIUC
1840 Innovation Drive, Suite 103
Carbondale, IL 62903

Dear Test Coordinator:

Because of a (**state the individual's specific documented disability**), I wish to request that a test with accommodations be provided for the student listed below which will provide (**state the specific accommodations being requested**). He/she is eligible to take the exam and wishes to be tested on (**state the desired test date if the student has registered)**.

<u>Name</u>

I have enclosed the student's verification of their learning disability in the form of an (**IEP, letter from a healthcare professional, medical document, etc.**) which explains the condition which prevents the above-named candidate from taking a written exam. Please contact (**contact person's name**) regarding this accommodation request at (**contact phone#, fax #, or e-mail address**) if you require additional information.

Sincerely yours,

(Requestor's Name)
(Requestor's Title)