



Aides Training Programs Newsletter

Aides Training Programs Newsletter 2023-02
May 26, 2023

Aides Training Programs Update:

- **CNA Testing Reminders from Ivy Tech Statewide Testing Services**
- **Minimum Requirements for Nurse Aide Training – Reminder**

CNA Testing Reminders from Ivy Tech Statewide Testing Services

Please remember that as of April 1, the CNA/QMA Office at Ivy Tech launched new processes for CNA testing and with those changes, came a new timeline.

Three weeks before your testing session: Applications and payment are due to the CNA/QMA Office.

NOTE: *Applications must be mailed, not emailed.*

Two-three weeks before your testing session: The CNA/QMA office is entering and validating your applications, validating payment, and communicating with you about any errors found.

6:30 a.m. the Monday the week before your testing session: Your final roster is due. No changes can be made after this point. It must be submitted here:

<https://forms.office.com/r/ikYufESLgx>.

Monday the week before your testing session: the CNA office makes sure the rosters are loaded into the system.

Tuesday-Thursday of the week before your testing session: Local Campus Testing Centers confirm that the students on your rosters are set to test. Any issues are reported back to the CNA/QMA Office to be resolved.

Friday before your testing session: Paperwork for your session is sent to your Field Proctor.

If this timeline is not adhered to, sessions will be canceled.

We know three weeks may seem like a lot to ask, but that time is necessary to ensure the applications are in and validated before your group tests. We understand that previously even the timeline established in 2014 (everything was due two weeks before test date) was not enforced, but in the best interest of everyone, most importantly the testing candidates, these timelines are essential to avoiding complications. Thank you for your understanding and support.

Stay tuned for implementation of an online application later this year!

Minimum Requirements for Nurse Aide Training – Reminder

Occasionally questions have been raised about accommodations for students participating in nurse aide training and testing. While accommodations are made whenever possible, a prospective student would likely not be a qualified individual, with or without accommodation, if they cannot read or write. This is a requirement needed to perform the basic duties of a nurse aide.

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