

# Wyoming Nurse Aide INSTRUCTOR/TESTING INFORMATION

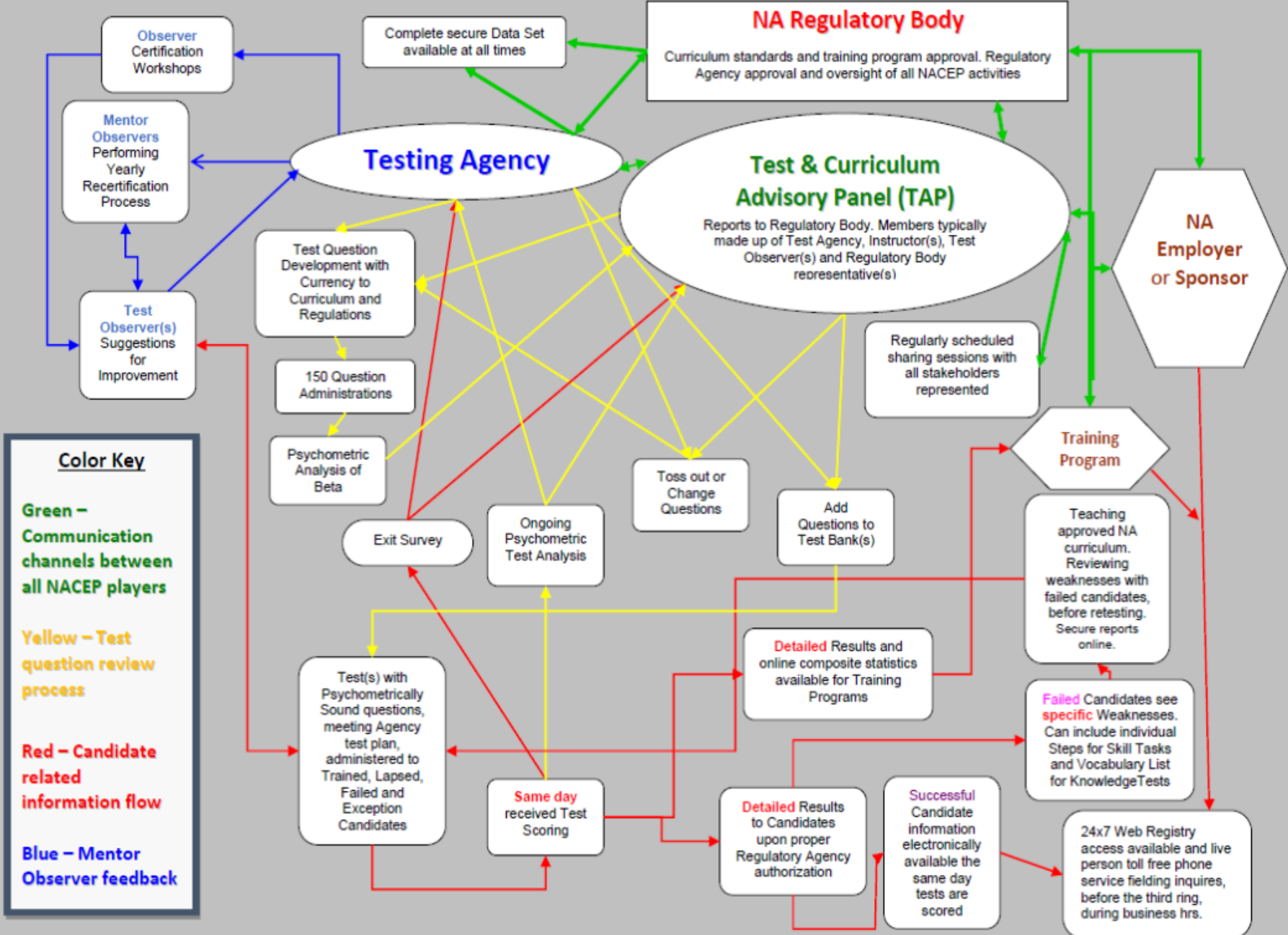
July 2023

PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES (D&SDT) –  
HEADMASTER, LLP

# WELCOME!

D&S Diversified Technologies (D&SDT) – Headmaster is honored and excited to start testing nurse aide candidates in the state of Wyoming.

We look forward to our collaboration and building lasting relationships with the stakeholders in Wyoming.



**Color Key**

**Green –**  
Communication channels between all NACEP players

**Yellow –** Test question review process

**Red –** Candidate related information flow

**Blue –** Mentor Observer feedback

# Customer Service Highlights

- ❖ A D&SDT-HEADMASTER representative answers the phone within three rings during business hours.
- ❖ Tests are scored, double-checked and results notifications are emailed and texted the same business day they are submitted for scoring.

# TMU© TestMaster Universe

D&SDT-HEADMASTER  
Testing Software Platform

# TMU© - TestMaster Universe

Instructors must enter their candidates in the TMU© software within 48 hours of starting training.

The screenshot shows the TMU© software dashboard. At the top left is the TMU Wyoming logo. Navigation links for 'Students', 'Reports', and 'Profile' are visible. A green notification bar at the top states 'Logged in as Instructor \*\*\*'. The main content area displays 'Welcome, \*\*\*!' and 'Viewing Certified Nursing Assistant (CNA) records'. Below this are three main sections: 'Inbox' (See notifications regarding your account), 'Your Profile' (Manage your personal information), and 'Students' (View related training records and people).

There are five required fields the instructor will enter:

1. First Name
2. Last Name
3. Phone Number
4. Email
5. Training Start Date

STARTED \*

The screenshot shows the 'Create New Student' form in the TMU© software. The form includes the following fields: 'FIRST \*', 'MIDDLE', and 'LAST \*' (all required); 'SSN' with a 'Generate Fake' link; 'PHONE \*' and 'ALTERNATE PHONE' (both required); 'BIRTHDATE' and 'EMAIL \*' (both required). The navigation bar at the top includes 'People', 'Facilities', 'Events', 'Scoring', 'Reports', and 'Settings', along with a search bar.

# TMU© - TestMaster Universe

Candidates will be sent an email and text (if they have SMS capabilities) informing them to sign in to TMU© and complete their initial login.

- ❖ The message will include the candidate's EMAIL, USERNAME, and temporary PASSWORD to sign in to their record:



This student has been sent an email with this information. Feel free to print this page for your records.

## Identification

Name	Candidate, Great
Gender	
Phone	(123) 456-7890
Date of Birth	Unavailable
Address	Unavailable

## Login Information

URL	https://ca.tmutest.com
Email	greatcandidate@email.com
Username	gcandidate
Password	Wjn2DK15

# TMU© - TestMaster Universe

When candidates sign in to their record in TMU©, this is the screen they will see informing them to finish their account:

- ❖ Social Security Number
- ❖ Birthdate
- ❖ Address, City, State and ZIP

## Setup Account

We're Sorry, Your Account Still Needs Some Info

Enter the below information to finish setting up your account.

FIRST *	MIDDLE	LAST *	SUFFIX
<input type="text" value="Great"/>	<input type="text"/>	<input type="text" value="Candidate"/>	<input type="text"/>
SOCIAL SECURITY # *	BIRTHDATE *	PHONE *	
<input type="text"/>	<input type="text"/>	<input type="text" value="(123)456-7890"/>	
<small>Encrypted for your safety</small>			
ADDRESS *			
<input type="text"/>			
CITY *	STATE	ZIPCODE *	
<input type="text"/>	<input type="text" value="CA"/>	<input type="text"/>	



# TMU© - TestMaster Universe

Instructors will enter the training completion information when their candidates successfully complete training:

- ❖ CHANGE STATUS FROM 'ATTENDING' TO 'COMPLETED'
- ❖ ENTER THE COMPLETION DATE
- ❖ ENTER THE CLASSROOM/LAB HOURS
- ❖ ENTER THE CLINICAL HOURS

STATUS

Attending ▾

STATUS

Completed ▾

TYPE

Normal ▾

STARTED \*

06/01/2021

ENDED \*

EXPIRES

CLASSROOM HOURS \*

0.00

CLINICAL HOURS \*

0.00

<https://wy.tmutest.com>




Sign In

How can we help you today?



Available Test Dates



Read FAQ

# Wyoming Webpage

[www.hdmaster.com](http://www.hdmaster.com)

Welcome Wyoming, Kentucky and Idaho Medication Aide.

Please be aware that D&S-DT-HEADMASTER is NOT affiliated with NOR do we endorse any FACETS HEALTH CARE training materials.

On-Line CNA Practice Exams (DCLOW)  
NOW AVAILABLE! Head Aide Practice Exam! (DCLOW)

Order an individual practice test or set up a group testing account

Complete a practice exam from an individual membership.

Begin or complete a practice exam from a group account.

Try your luck with today's free question of the day.

Try our free ten item sample test.

Find out more about practice test content, pricing, ordering and use.

See what customers have said about the practice exam!

Forgot your pin? Click here!

Licensing/Certification	Software	Hardware/Networking																																																																																																
																																																																																																		
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Click on Wyoming CNA

Driven by these [core beliefs](#), we have been providing **quality, innovative, customized** testing, certification, and [training](#) services, and if your regulatory agency has a certification dream, we can make it happen! Select your state or agency for testing details.

# Refer to this site for valuable information as it is added!




## A BIG WELCOME WYOMING

[Join us for a Virtual RN Test Observer Job Fair 7/7/23 10 AM MT!](#)

[Instructor Workshops \(July 17, 18 & 24, 2023\) Virtual Meeting Information Here!](#)

Check Back Often as Information is Approved for Dissemination.

Candidates	Training Programs - Test Sites	Observers-Evaluators	Contacts
<b>TestMaster Universe (TMU®)</b>	Wyoming Mock Skills	All Test Observer Independent Contractor Forms	Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Wyoming Nurse Aide training, testing, and certification process.
Link Coming Soon			<b>D&amp;S Diversified Technologies - HEADMASTER</b>
Wyoming Candidate Handbook Ver 1.0 Effective June 2023 Download to your smart device!	Test Site Agreement Form 1502WY: Fill online and SUBMIT	RN Observer Equipment List Form 1503WY: Fill online and SUBMIT	PO Box 6809 Helena, MT 59604 Testing Toll Free Phone: 800-393-8664 Arelly Gray Program Manager
Instructor Login Request Form	Test Site Equipment List Form 1503WY: Fill online and SUBMIT		wyoming@hdmaster.com
1500 TASE - RN Test Observer Application			
	<b>Fluid Intake Cups</b>		
	Please see the Fluid Intake Cup order form on our main page under Nurse Aide to order standard fluid intake cups.		
You will need a reader to view and print some documents. You may download it here...	<b>Test Master Universe TMU® How To Guides</b>		
	Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU®		
	Instructor Guide - How to Enter A Student in TMU		
	Instructor Guide - How to Complete A Student's Training in TMU		
	Instructor Guide - How to In-Complete A Student's Training in TMU		

# Wyoming Candidate Handbook



**D&S Diversified Technologies LLP**  
**Headmaster LLP**

## Wyoming Nurse Aide Candidate Handbook

EFFECTIVE: July 2023

Version 1 (Posted 6-13-2023)

UPDATE: JUNE 13, 2023

Virtual Knowledge Testing Option has been added.  
 Pages 28-30

Available on the  
 Wyoming webpage at  
[www.hdmaster.com](http://www.hdmaster.com)



### Wyoming Nurse Aide Candidate Handbook

#### Contact Information

Questions regarding: testing process • test scheduling • eligibility to test ..... (888) 401-0462

Questions regarding: Nurse Aide Registry, obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs • updating your name, address or requesting a duplicate CNA certificate • verification of current nurse aide certification • renewal, reciprocity and equivalency information ..... (307) 777-7601

<b>D&amp;S Diversified Technologies (D&amp;SDT), LLP-                  Headmaster, LLP</b> PO Box 6609 Helena, MT 59604 Email: <a href="mailto:wyoing@hdmaster.com">wyoing@hdmaster.com</a> Web Site: <a href="http://www.hdmaster.com">www.hdmaster.com</a>	Monday through Friday 8:00AM – 6:00PM Mountain Standard Time (MST)	Phone #: (888) 401-0462  Phone #: (888) 401-0465  Fax #: (406) 442-3357
	Wyoming TMLUB webpage: <a href="http://wv.tmlubtest.com">http://wv.tmlubtest.com</a>	
<b>Wyoming State Board of Nursing (WSBN)</b> 130 Hobbs Avenue, Suite B Cheyenne, WY 82002 Email: <a href="mailto:wsbn-info-licensing@wyo.gov">wsbn-info-licensing@wyo.gov</a> Wyoming Nurse Aide Web Site: <a href="http://wsbn.wyo.gov">http://wsbn.wyo.gov</a>	Monday through Friday 7:30AM – 4:00PM Mountain Standard Time (MST)	Phone #: (307) 777-7601

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# ID Requirements for Testing

## United States (USA) GOVERNMENT-ISSUED, UNEXPIRED, PHOTO-BEARING, SIGNED FORM OF IDENTIFICATION

### EXAMPLES OF ACCEPTABLE FORMS OF ID:

- ❖ State or other United States Government Issued Driver's License
- ❖ State Identification Card (*that meets all identification criteria*)
- ❖ US Passport (Foreign Passports and Passport Cards *are not acceptable*)
  - *Exception: A Foreign Passport that contains a US VISA is acceptable*
- ❖ Alien Registration Card (*that meets all identification criteria; may contain a fingerprint in place of a signature*)
- ❖ Tribal Identification Card (*that meets all identification criteria*)
- ❖ Work Authorization Card (*that meets all identification criteria*)
- ❖ Military Identification (*that meets all identification criteria*)



**IDENTIFICATION CRITERIA:** US Government Issued, Non-Expired, Photo-Bearing, Signed (or fingerprint – alien registration card) Form of Identification

# Testing Attire

## ❖ Full Clinical Attire:

Scrubs and close-toed shoes.

*(Scrubs and shoes can be any color/design.)*



**TMU©**  
**KNOWLEDGE/AUDIO**  
**EXAM**



# The TMU© Knowledge/Audio Exam

- ❖ Candidates have **60 minutes** to complete 60 questions.
- ❖ Candidates will be given a 15-minute warning when 45 minutes have elapsed.
- ❖ If a candidate has requested and paid for an AUDIO version of the knowledge exam:
  - The questions and answers will be listened to by the candidate with headphones or earbuds plugged into the computer.
  - With the audio version, there are control buttons for fast forward, rewind, etc.

# Knowledge Test Instructions

- ❖ When candidates check in for their test event, they will be directed to read the Knowledge Test Instructions provided in the waiting area.
- ❖ They may also listen to an audio version of the instructions by clicking on the link available on the Wyoming webpage at: [www.hdmaster.com](http://www.hdmaster.com)

## Candidate Forms

Click Here to Listen to the Knowledge Test Instructions

Text Version of the Knowledge Test Instructions

Click Here to Listen to the Skill Test Instructions

Text Version of the Skill Test Instructions

WYOMING NURSING BOARD

## TMU© Knowledge Test Instructions

These instructions are to be placed in the common area so all candidates have an opportunity to read these instructions before going into the electronic knowledge test area.

A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during their knowledge test.

You are not allowed to leave the Knowledge Testing Area/Room until finished with your Knowledge test. If needed, please remember to use the restroom before entering the testing rooms.

Calculators, smart watches, fitness monitors, Bluetooth connected, or any other electronic devices (tablet, laptop, iPod, etc.) **MUST BE TURNED OFF** and are not allowed to be used or near or on your person (in pockets, on wrist, etc.) during testing. All personal belongings need to be placed in the designated area inside the testing room. Devices and personal belongings must be collected when you leave the test area after completing a exam component.

Anyone using an unapproved electronic device (texting/Google searching/etc.) or any other form of cheating during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test attempt and will be reported to their training program and the Wyoming Board of Nursing.

The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Test is started.

The questions will be presented to you, one at a time, on the computer screen. You will have a maximum of **60 minutes** to select answer A, B, C, or D for each of the questions. The KTP will announce when there are 15 minutes remaining.

If needed, you may do math calculations on the scratch paper provided to you by the KTP. **Any scratch paper must be left with the KTP when done testing.**

If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).

When you believe you are finished with your exam, double-check all your answers. Then quietly alert the KTP that you are finished. The KTP **MUST COME TO YOU** and make sure all questions are answered and then log you out of the exam.

**DO NOT PRESS THE 'End Exam' BUTTON AT ANY TIME!**

*The KTP must assist you with ending the test.*

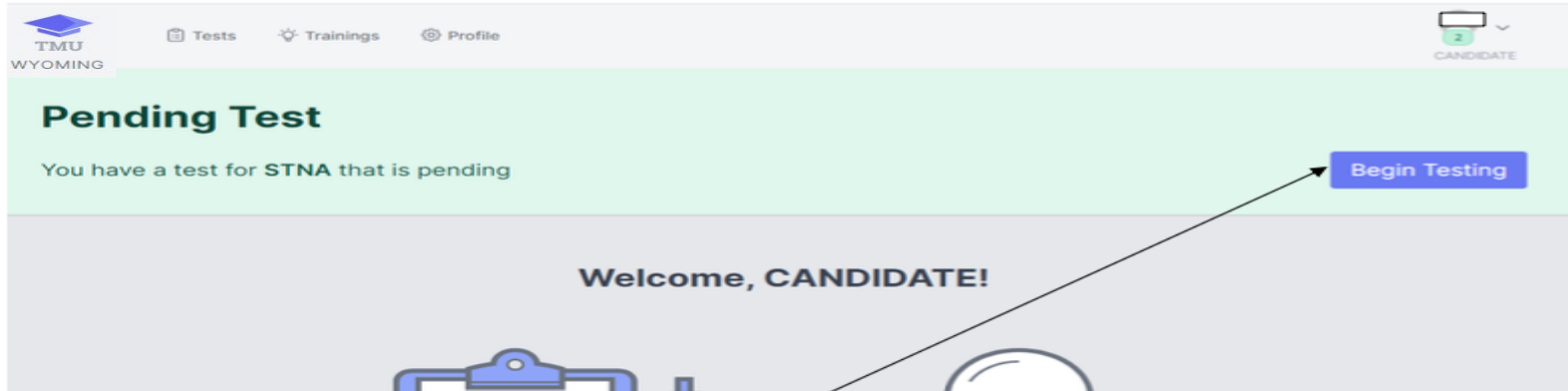
Once the test is ended, the KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.

Pick up any of your personal belongings as you exit the room quietly.

# TMU© Knowledge Test - Navigating the Exam

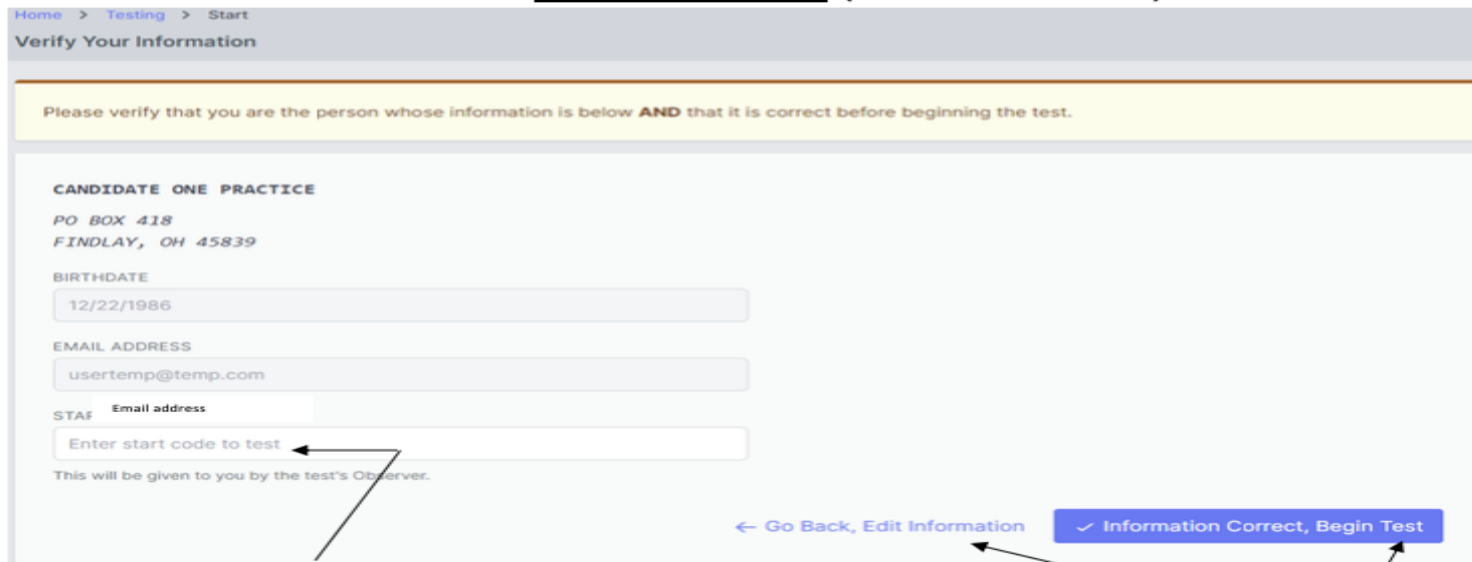
## LOGGING CANDIDATES INTO AND GIVING THE KNOWLEDGE TEST

Each candidate will log in to their own record to take the Knowledge Exam with their Username or Email and Password:



The screenshot shows the TMU Wyoming candidate dashboard. At the top left is the TMU Wyoming logo. Navigation links for 'Tests', 'Trainings', and 'Profile' are visible. A 'CANDIDATE' dropdown menu is in the top right. The main content area has a green header with the text 'Pending Test' and 'You have a test for STNA that is pending'. A blue 'Begin Testing' button is located on the right side of this section. Below this is a grey section with the text 'Welcome, CANDIDATE!' and a blue clipboard icon.

Candidates will click on **BEGIN TESTING** (either one is fine)



The screenshot shows the 'Verify Your Information' page. It includes a breadcrumb trail: 'Home > Testing > Start'. A yellow warning box states: 'Please verify that you are the person whose information is below AND that it is correct before beginning the test.' The form contains the following fields: 'CANDIDATE ONE PRACTICE' (PO BOX 418, FINDLAY, OH 45839), 'BIRTHDATE' (12/22/1986), 'EMAIL ADDRESS' (usertemp@temp.com), and 'STAF' (Email address). A 'Start Code' field is labeled 'Enter start code to test' with a note: 'This will be given to you by the test's Observer.' At the bottom, there are two buttons: '← Go Back, Edit Information' and '✓ Information Correct, Begin Test'.

The **START CODE** will need to be typed in under **Start Code \***  
Have candidates verify that their demographic information is correct.

# TMU© Knowledge Test - Navigating the Exam

The screenshot shows the 'STNA - CANDIDATE ONE PRACTICE' interface. At the top right, a timer shows 'Remaining: 00:58:44' (callout 1). Below the timer is an 'End Test' button. On the left, there is a 'Jump to Question' field with a 'Go' button and a 'Keyboard Shortcuts' link (callout 7). A search input field is labeled '#1. Question .....' (callout 6). The main area contains four multiple-choice options: A. dietary list, B. policy book, C. kardex, and D. health record. Below the options are navigation buttons: '← Prev', 'Bookmark Question', and 'Next →' (callout 3). At the bottom, there are two sections: 'Bookmarks' (callout 5) showing 'No questions bookmarked' and 'Questions Remaining' (callout 2) showing a list of question numbers from 1 to 79. A callout 4 points to the 'Bookmark Question' button.

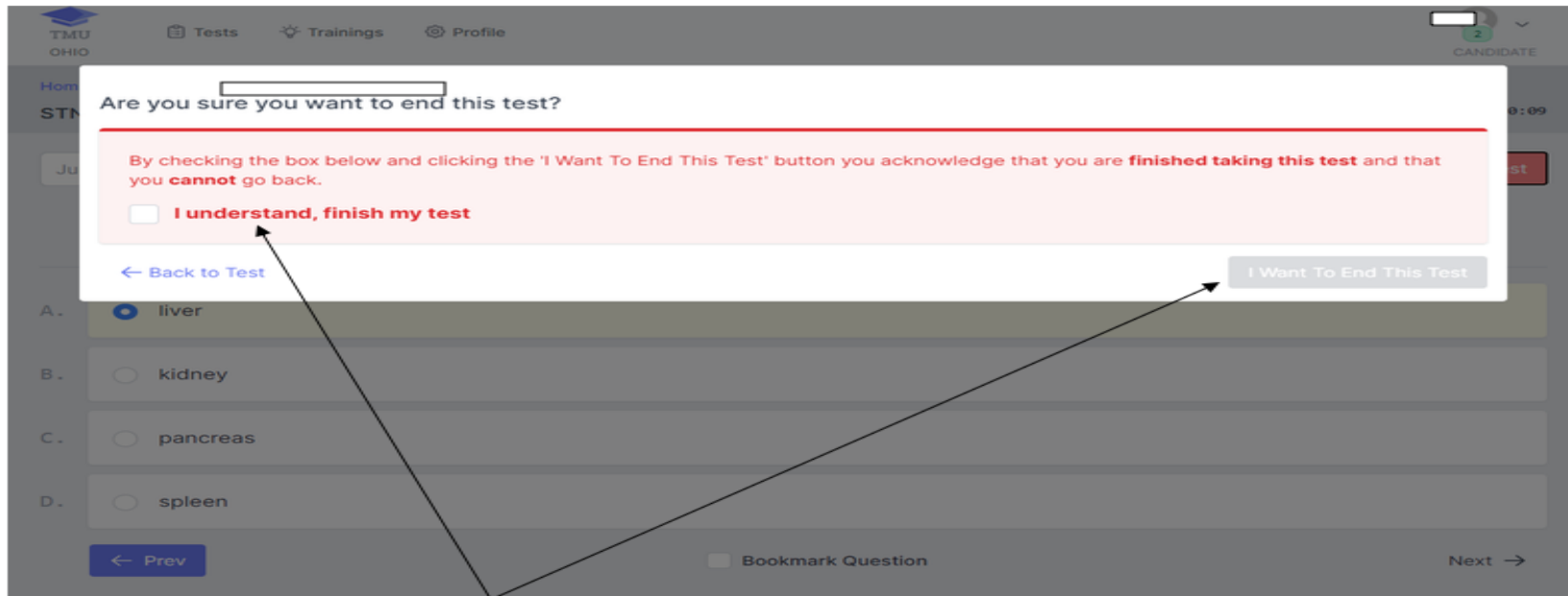
1. There is a countdown of time remaining for candidates to watch their own time.
2. Questions remaining to be answered will show up here.
3. Click on NEXT to go to the next question.
4. Questions can be bookmarked to go back to.
5. Any bookmarked question numbers will show up here.
6. Candidates can type in a question number they want to “jump” to here.
7. There are keyboard shortcuts to help navigate the test as well that are found here.

# TMU© Knowledge Test - Navigating the Exam

The screenshot displays a web-based testing interface. At the top, the breadcrumb navigation shows 'Home > Testing > Question #79'. The main title is 'STNA - CANDIDATE ONE PRACTICE'. A timer in the top right corner indicates 'Remaining: 00:23:29'. Below the title, there is a search bar with 'Jump to Question' and a 'Go' button, along with a link for 'Keyboard Shortcuts'. A red 'End Test' button is located in the top right corner, with an arrow pointing to it from the text below. The question area shows '#79. Question .....' followed by a text input field. The question options are: A.  liver, B.  kidney, C.  pancreas, and D.  spleen. Below the options, there are navigation buttons: '← Prev', 'Bookmark Question' (with an unchecked checkbox), and 'Next →'. At the bottom, there are two summary boxes: 'Bookmarks' showing 'No questions bookmarked' and 'Questions Remaining' showing 'None. Please review your answers!' with an arrow pointing to it from the text below.

When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done. The test proctor needs to check that there are no **Questions Remaining** (if there are any numbers left, direct the candidate to go back and answer the questions), then the proctor will click on **END TEST**.

# TMU© Knowledge Test - Navigating the Exam



When END TEST is clicked, this message will pop up and you must click the box to the left of **I UNDERSTAND, STOP MY TEST**. Then **I WANT TO END THIS TEST** box will be active and you will click on it.



This is what the screen looks like after the knowledge test has been ended.

# SKILLS EXAM



# Role of the RN Test Observer

- ❖ RN Test Observers are to be positive, confident, completely unbiased, and professional in their words, actions, and appearance.
- ❖ RN Test Observers will remain impartial during testing.
- ❖ RN Test Observers must give their complete and full attention to the candidate while the candidate is demonstrating their tasks.
- ❖ RN Test Observers are to set up a testing environment that will give each candidate a fair, nonbiased, equal opportunity to demonstrate they know how to perform the tasks.
- ❖ RN Test Observers will recheck each candidate's ID as they enter the testing room to ensure that they have the correct candidate's skill test in front of them.



# Skill Test Instructions

- ❖ When candidates check in for their test event, they will be directed to read the Skill Test Instructions provided in the waiting area.
- ❖ They may also listen to an audio version of the instructions by clicking on the link available on the Wyoming webpage at: [www.hdmaster.com](http://www.hdmaster.com)

## Candidate Forms

Click Here to Listen to the Knowledge Test Instructions

Text Version of the Knowledge Test Instructions

Click Here to Listen to the Skill Test Instructions

Text Version of the Skill Test Instructions

WYOMING NURSE AIDE

## Skill Test Instructions

These instructions are to be placed in the waiting/sign-in area so all candidates have an opportunity to read these instructions before going to the skill test portion of their exam.

You are not allowed to leave the Knowledge Testing Area/Room until finished with your Knowledge test. If needed, please remember to use the restroom before entering the testing rooms.

Cell phones, smart watches, fitness monitors, Bluetooth connected, or any other electronic devices (tablet, laptop, i-pad, etc.) **NOTHING** **TO BE PLACED** and are not allowed to be used or near or on your person (in pockets, on wrist, etc.) during testing. All personal belongings need to be placed in the designated area inside the testing room. Devices and personal belongings must be collected when you leave the test area after completing an exam component.

Anyone using an unapproved electronic device (texting/Google searching/etc.) or any other form of cheating during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test attempt and will be reported to their training program and the Wyoming Board of Nursing.

### WELCOME TO YOUR SKILL TEST

The RN Test Observer (TO) does not decide whether or not you pass or fail. The TO only observes and records the steps s/he sees you demonstrate. D&SDT-HEADMASTER staff in Helena, Montana, scores your test when the TO submits it for scoring.

- The first thing the TO will do when you enter the skill test area is show you the designated area to place your personal belongings, cell phone (turned off), etc.
- Then the TO will show you where the relaxation area is located.
- You will be asked to show your ID as a double check to ensure the TO has your personal bed skill test.
- The TO will sit beside you and ask you if you have any questions about these instructions.
- The next thing the TO will do is tell you the scenarios (tasks) you will demonstrate.
- Then the TO will show you the location of the supplies you will need for your scenarios (tasks) and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the TO any questions you may have during the equipment demonstration.
- The TO will read your first scenario to you and will start the timers when you begin your first demonstration.
- You will have **30** minutes to complete your assigned skill tasks.
- Each of your skill tasks has a scenario. The TO will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- At the beginning of your first task, you may use hand sanitizer.
- **When appropriate, toward the end of your first task, you must actually correctly wash your hands with soap and water.**
- During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.
- **Steps that are only verbalized do not count.**
- At any time, before you run out of time, you may:
  - Ask the TO to **re-read** any scenario.
  - Correct any step on any task you believe you did incorrectly.
    - To make a correction, you must tell the TO the specific task and what step(s) you will **re-demonstrate**.
- You may use any equipment necessary. You may move equipment as needed to accomplish your tasks.
- When finished with each task, verbally tell the TO you are finished and return to the relaxation area.
- Two timers will be set when you begin your skill test. The first timer will sound when 15 minutes remain and the second timer will sound when all 30 minutes have elapsed.
- The Test Observer will read your first scenario to you and will start the timers when you begin your first demonstration.

# The Skills Exam

- ❖ Candidates are allowed **30 minutes** to demonstrate 3 or 4 tasks.
- ❖ RN Test Observers will read a scenario to the candidate at the beginning of each task.
  - Candidates can request to have a scenario re-read to them at any time and as many times as needed.

# The Skills Exam

Each candidate will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as their first task:

- Assist Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing
- Catheter Care for a Female Resident with Hand Washing
- Donn Gown and Gloves, Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Remove Gown and Gloves with Hand Washing
- Perineal Care for a Female with Hand Washing

Each candidate will also receive an additional two (2) or three (3) randomly selected tasks. The selected tasks make up the candidate's personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

# The Skills Exam

- ❖ Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 30-minute time frame:
  - Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.
  - Candidates must actually demonstrate the correction(s), i.e.:
    - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-
      - ✓ Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.

# The Skills Exam

- ❖ Steps that are only verbalized **DO NOT COUNT!**
  - All steps must be demonstrated to receive credit.
- ❖ Steps are not order dependent unless the step specifically states something must be done “\*BEFORE” or “\*AFTER”:
  - Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the \*EXCEPTION:
    - If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.
      - *Example: Candidate must remove gloves BEFORE gown.*

# The Skills Exam

- ❖ **CLOSURES**: Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.
- ❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

- **If time is remaining** (candidate completed in less than 30 minutes) :  
“You have \_ minutes remaining. You have just completed the tasks of \_\_, \_\_, \_\_, and/or \_\_. Are you finished?”
- **When time is up** and the 30 minute audible buzzer sounds:  
“Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”

# Equipment/Supplies Demonstration

- ❖ All supplies will be on a centrally located table, counter, etc.
  - The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. bedpans, basins, toothbrush, lotion, etc.).
    - Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate.
    - No supplies will be in the bedside stands.
  - And candidates will be shown where other supplies are located throughout the room:
    - Hand sanitizer(s)
    - Gloves

# Equipment/Supplies Demonstration

## ❖ Candidates will also be shown:

- How to lock the bed and wheelchair brakes
  - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
- Bed Controls
  - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rails (if side rails on the bed)
- Where the hand washing sink is
  - Where soap and paper towels are located
- The designated toilet for testing
  - It may be an actual toilet or a commode by the sink
- The RN Test Observer will also point out where other equipment is throughout the testing room
  - Garbage cans
  - Designated linen hampers
  - The RN Test Observer will show the candidate how they are providing privacy (pulling a curtain or other method of providing privacy)



# Equipment/Supplies Demonstration

- ❖ **Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration**
- ❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:
  - If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.

# Equipment/Supplies Demonstration

- ❖ Candidates will sign the RECORDING FORM (if they have a task requiring recordings) during the equipment/supplies demonstration.
- ❖ Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.
- ❖ RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.

Candidate's Name: _____	
PLEASE PRINT	
PULSE: _____ <i>beats</i>	RESPIRATIONS: _____ <i>breaths</i>
URINE OUTPUT: _____ ml	
GLASS 1: _____	
GLASS 2: _____	
TOTAL FLUID INTAKE: _____ ml	FOOD INTAKE: _____ %
Candidate's Signature: _____	

# Relaxation Area

- ❖ The relaxation area is two chairs placed in an area in the skills testing room away from the demonstration work area.
- ❖ Candidates will be directed to go to the relaxation area in between tasks so that the testing team can set up for the next task.
- ❖ Setting up between tasks takes a matter of seconds.



Relaxation  
Area

# Role of the Actor

- ❖ Actors must remain test neutral and not impact the test in any way.
- ❖ Actors are not to start or engage in a conversation with candidates.
- ❖ Actors cannot answer any questions that would impact the test with anything other than:
  - **“Whatever you think is best”** – putting the action needed back on the candidate.
    - *Example: In the Bedpan Task, “Is the head of your bed high enough?” The Actor will answer “Whatever you think is best” as it is a step in the Candidate Handbook that the candidate is to raise the head of the bed after placing the actor on the bedpan.*
- ❖ Actors must provide the exact same simulation for every candidate.

# Candidate Exit Survey

- ❖ When candidates sign in to their records in TMU© to check their test results, they will get a link to complete the voluntary and anonymous Exit Survey.
- ❖ The Exit Survey provides valuable feedback regarding the candidate's testing experience.

The image shows a screenshot of a web-based exit survey form titled "Wyoming NA Exit Survey". The form is divided into several sections, each with a question and radio button options. The questions are:

- Wyoming Name Aide**: A text input field for the candidate's name.
- Test Date and Location**: A text input field for the test date and location.
- The nurse aide testing company, D&D27-Headmaster, treated me promptly and courteously.**: Radio button options for Yes, No, and I did not have any contact with D&D27-Headmaster.
- The testing site and testing area were free from distractions.**: Radio button options for Yes and No.
- The equipment at the test site was in good working condition.**: Radio button options for Yes and No.
- The RN Test Observer was professional, courteous and respectful.**: Radio button options for Yes and No.
- The JCOR was professional, courteous and respectful.**: Radio button options for Yes, No, and I did not take a Skills Test.
- The Knowledge Test Proctor was professional, courteous and respectful.**: Radio button options for Yes, No, and I did not take a Skills Test.

# Wyoming Mock Skills

Available on the Wyoming  
webpage at [www.hdmaster.com](http://www.hdmaster.com)

## APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO ONE LEG

Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	
Explain the procedure to the resident.	
Raise bed height.	
Provide for resident's privacy.	
Provide for resident's privacy by only exposing one leg.	
Roll, gather or turn stocking down inside out to at least the heel.	
Place foot of stocking over the resident's toes, foot, and heel.	
Roll -or- pull top of stocking over resident's foot, heel and up the leg.	
Check toes for possible pressure from stocking.	
Adjust stocking as needed.	
<b>Leave resident with stocking that is smooth/wrinkle free.</b>	
Lower bed, if it was raised.	
Place call light or signal calling device within easy reach of the resident.	
Maintain respectful, courteous interpersonal interactions at all times.	
Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	

## Wyoming NA Mock Skills

*Effective for testing: July 2023*

D&SOT-Headmaster

Please note: The skill task steps included in this document are offered as guidelines to help prepare candidates for the Wyoming nurse aide skill test and the steps included herein are not intended to be used to provide complete care that would be all inclusive of best care practiced in an actual work setting.

**Training  
Program/Instructor  
Reports**

# Program Reports



Students

Reports

Billing History



Logged in as Facility



Home > Reports

Reports

## Testing & Training

Information on tests and trainings that have occurred

### Attrition Rate - Training Programs

Details about trainings and count of reasons for not completing them grouped by Training Program

[VIEW](#)

### Attrition Rate - Instructors

Details about trainings and count of reasons for not completing them grouped by Instructor

[VIEW](#)

### Knowledge Detail

Pass rates per subject and list of most often missed vocabulary words

[VIEW](#)

### No Show

List of tests marked as No Show

[VIEW](#)

### Pass / Fail

Details test results of students and where they trained

[VIEW](#)

### Retake Summary

Details pass rates for an exam on a given try (1,2,3, etc...)

[VIEW](#)

### Skill Detail

Pass rates for skill tasks and individual steps in those tasks

[VIEW](#)

### Testing Trends

Totals and pass rates per month for trainings and exams

[VIEW](#)

### Training Testing Interim

Shows length of time from training completion to first test

[VIEW](#)

## Students

View related training records and people





# Test Site Information

# Test Site Equipment List – Form 1503WY



D&S DIVERSIFIED TECHNOLOGIES (D&S/D), LLP - HEADMASTER, LLP  
 NY Office: P.O. Box 6628 | Hohen, NY 13029-6628  
 OH Office: P.O. Box 433 | Findlay, OH 43828  
 (800)985-6666 | (877)851-3135 | (888)421-0462 | Fax: (484)643-8367  
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Multiple Acts

## RN TEST OBSERVER OR TESTING SITE EQUIPMENT LIST AND AFFIDAVIT FORM 1503WY

For **TEST SITES**: this list **MUST** be accompanied by form **1502WY** (with pictures of the equipment/supplies and layout for test site approval)  
 For **RN TEST OBSERVERS**: this form must be accompanied by forms **1500**, **1502** and **1505**

To be approved, a testing site must have all of the materials listed for Testing Sites. To be certified and remain active, RN Test Observers are required to review each skill test received prior to test administration and must ensure that all test site equipment and supplies are available prior to starting any testing. Please refer to the following list for equipment and supplies needed by the test site or brought to the test site with the RN Test Observer.

### EQUIPMENT/SUPPLIES PROVIDED BY TESTING SITE

- At least three internet-connected computers, laptops, or tablets in the Knowledge Test room **and/or** provide internet access (WiFi) for RN Test Observer-provided tablets or laptops.
- Internet-connected computer, laptop, or tablet in the Skill Test room **and/or** internet access (WiFi) access for RN Test Observer provided laptop or tablet.
- Hand washing sink with warm running water, soap, and paper towels (paper towel dispenser should be automatic advancing or pull-out type; not one that a bar or lever has to be touched to advance paper towels)  
*The sink must be no further than a 20-second walk from the skills demonstration area.*
- Long-term care bed(s) with working bed brakes and bed controls (beds that brakes are locked when the bed is raised/lags stay down) and beds that alarm sounds when brakes are on are not acceptable. Brakes have to be able to be manually engaged.)
- Manikins (full body anatomically correct – with pen area for female)
- Working privacy curtain(s) (prefer that it is not a portable screen)
- Bedside stand
- Overbed table
- Wastebasket(s)
- Laundry receptacle(s) (hamper)
- Hand sanitizer(s)
- Disposable gloves in assorted sizes
- Toilet or commode (if the toilet is not available in skills lab)
- Wall clocks – in the knowledge test room and skills lab (skills lab clock must have second hand)
- Call light or signaling device (doesn't have to be a working signaling device)
- Wheelchair with working brakes and removable footrests (footrests removed for testing)
- Chair(s)
- Bedpans (Standard and Fracture)

- Linens including pillowcases, washcloths, towels, bath blankets, barriers (such as waterproof pads, chux, towels, etc.), resident's gowns (ie type, no snaps), pillows (or less 4), clothing protectors
- Catheter with tubing
- Urinary drainage bag with tubing
- Washbasins
- Emesis basins
- Soap – **PER-WASH AND NO RINSE SOAPS ARE NOT ALLOWED**
- Output measurement container/graduate
- Isolation gowns (can be reusable cloth or disposable gowns; no closure, Velcro closure, or slip-over-the-head gowns are allowed)
- Gait belts/transfer belts
- Food tray and disposable spoons
- Dentures (one plate, upper or lower only for testing), denture container, denture brush, and cleanser
- Alcohol, alcohol pads, or antiseptic wipes
- Disposable wipes for hand hygiene in the Feeding task

### ROOM REQUIREMENTS

- Distraction and Interruption Free Skills Lab** – with all equipment and supplies listed available and in good working order.
  - Any signage (posters) or displays that may cue candidates must be covered or removed for test days.
  - If the skills lab and/or knowledge test room have any interior windows (i.e. – on the door), they would need to be covered (blinds/etc.) during testing.
- Distraction and Interruption Free Knowledge Test Room**
- \*Holding or Waiting Area** – where candidates may wait to take the exam  
 \*Not needed if virtual knowledge testing is taking place

**Due to test security, active cameras or video devices in the skills lab or knowledge test room are prohibited!**



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 NY Office: P.O. Box 6628 | Hohen, NY 13029-6628  
 OH Office: P.O. Box 433 | Findlay, OH 43828  
 (800)985-6666 | (877)851-3135 | (888)421-0462 | Fax: (484)643-8367  
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### ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY

#### RN TEST OBSERVER

(See map or overview of the website)

- RN Test Observer may provide their own laptop or tablet for skill testing and three tablets or laptops for knowledge testing (mobile tester)
- Pens/pencils for recordings
- Scratch paper
- 4 basic calculators – three in the knowledge test/one in the skills test area
- Official data recording forms (available on D&S/D-Headmaster's Wyoming webpage)
- Small clipboard to place the recording form on
- Knee-high elastic stocking that will fit actor
- Non-skid footwear for actor (easy to put on)
- Over-sized button-up shirt, sweat pants/shorts, socks that will easily fit over the actor's clothing
- Sample food items (single-serve size containers of applesauce, pudding, etc.)
- Diet card (available on D&S/D-Headmaster's Wyoming webpage), spoon, napkins, and bendable straw
- Actor's toothbrush, toothpaste, and paper cup
- Lotion for Foot Care task
- Gait/Transfer belt you know will fit your actor
- Back up hand sanitizer(s)
- Toilet or tissue paper
- Basic watch with a second-hand or travel clock with a second-hand

- 1 clear 240ml glass and 1 clear 120ml glass for Feeding Task (provided in testing kit from D&S/D-Headmaster)
- ORAL TEST ADMINISTRATION:** Disposable headphones/earbuds that can plug into the computer speaker jack
- Pre-measured "urine" fluid amounts in unmarked containers (hint: use yellow food coloring in water for the Bedpan and Emptying Urinary Drainage Bag Tasks)
- Two audible count-down timers (one for 15 minutes left warning and one for 30 minutes time up) or use the countdown timer on the TMJID Observer screen

### RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT

- Washcloths and towels that you know are clean to be used during the Modified Bed Bath task on your actor
- A syringe to easily fill the drainage bag with pre-measured fake "urine"
- Soap – **PER-WASH AND NO RINSE SOAPS ARE NOT ALLOWED**
- Extra audible count-down timers in case a set doesn't work or batteries are dead
- Extra disposable wipes for the Feeding task
- A backup basic watch with a second-hand or travel clock with a second hand
- Other small items you can use as backups to salvage a test event when something breaks or is missing etc.

Testing sites and RN Test Observers may mutually agree to a different mix of equipment distribution, depending on mutual agreement with the test site. Please call D&S/D-HEADMASTER at (888)401-0462 if we can be of assistance regarding any of these issues.

**TEST SITE AFFIDAVIT:** (To be filed out by the Test Site contact person.)

We hereby certify that:

Facility Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Test Site Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

has the equipment listed herein and will make the equipment available to certified RN Test Observers for the purpose of administering nurse aide knowledge and skill tests to nurse aide candidates at our test site for days we have scheduled test events in TMJID.

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RN TEST OBSERVER AFFIDAVIT:** (To be signed by the RN Test Observer when applying for certification.)  
 I hereby certify that test sites where I test will be checked before starting each test event to ensure that the test site equipment listed herein is available and in good working order. If not, I will report missing or inoperable test site equipment by listing it in TMJID under the test discrepancies before submitting my test event observations for scoring. I will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observer to each test event I choose to manage.

RN Observer Name: \_\_\_\_\_ Date: \_\_\_\_\_ RN Signature: \_\_\_\_\_

# Test Site Agreement – Form 1502WY



**D&S Diversified Technologies LLP**  
Headmaster LLP

**D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP – HEADMASTER, LLP**  
 NY Office: P.O. Box 6600 | Haverly, NY 14063-6600  
 OH Office: P.O. Box 4128 | Findlay, OH 44029  
 (800) 986-0664 | (419) 951-3155 | (419) 951-5883 | Fax: (419) 442-9147  
[hdmaster@diversified.com](mailto:hdmaster@diversified.com) | [www.hdmaster.com](http://www.hdmaster.com)

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 OH Office: P.O. Box 4128 | Findlay, OH 44029  
 (800) 986-0664 | (419) 951-3155 | (419) 951-5883 | Fax: (419) 442-9147  
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Wyoming Nurse Aide  
**Test Site Agreement – Form 1502WY**

You will be prompted and must attach photos of the test site areas, equipment, and supplies after submitting this form.  
This agreement **MUST** be accompanied by Test Site Equipment List Affidavit Form 1503WY

Facility Name: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Email: _____	Test Site County: _____

hereinafter known as the Testing Site, will allow Nurse Aide Knowledge and Skill Tests to be administered at our facility, under the following guidelines.

**As an In-Facility and Regional Test Site we agree to:**

1. Submit **NO** more than eighteen skill test candidates per testing date (and no less than five per four-hour flight) per RN Test Observer. (Most RN Test Observers will desire fewer than 18 candidates per test event and will want at least five to assemble a testing team.)
2. Complete and submit this Test Site Agreement Form 1502WY and Test Site Equipment List Affidavit Form 1503WY to D&SDT-HEADMASTER. Photos of the test site areas, equipment, and supplies must be attached when submitting this document. A virtual test site visit may also be arranged with the test site by D&SDT-HEADMASTER staff.
3. Supply an approved, distraction-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge test area and the skill test area may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
4. Create test events in **TMU@** including linking a certified RN Test Observer and a certified testing team that has committed a testing team to the test event for test dates created. D&SDT-HEADMASTER staff can assist with finding a test team when asked.
5. Use **TMU@** to schedule test seats for our own candidates who complete a Wyoming Board of Nursing (WSBN) approved nurse aide training program. (Link to **TMU@** at <https://www.tmunest.com>)
6. Unannounced visits by the Wyoming Board of Nursing and D&SDT-HEADMASTER staff for the purpose of observing tests in progress to improve competency testing in Wyoming.
7. **Allow unfilled test slots/seats reserved for our own candidates to be used by candidates at large, within 48 business hours prior to a scheduled test event.**
8. Schedule additional mutually agreed upon test dates with D&SDT-HEADMASTER as far in advance as possible, to help meet overall testing demand in our area. D&SDT-HEADMASTER staff will contact and schedule the test teams for any Regional events we allow to be held in our facility.
9. Allow, on testing days, the certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates as well as at large test candidates admittance to our approved Test Site.
10. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
11. Assume all liability for our own test candidates.
12. Waive liability claims against D&SDT-HEADMASTER and/or WSBN in assuming any liability for any of the entities involved in testing. (Certified RN Test Observers, Actors, KTPs, or any test candidates.)

**As a CLOSED In-Facility Schedule Test Site we agree to:**

1. Complete and submit this Test Site Agreement Form 1502WY and Test Site Equipment List Affidavit Form 1503WY to D&SDT-HEADMASTER. Photos of the test site areas, equipment, and supplies must be attached when submitting this document. A virtual test site visit may also be arranged with the test site by D&SDT-HEADMASTER staff.
2. Supply an approved, distraction-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge test area and the skill test area may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
3. Create test events in **TMU@** including linking a certified RN Test Observer and certified testing team who has committed their testing team to the test event for any test dates created. D&SDT-HEADMASTER staff can assist you with finding a test team when asked.
4. **Tests will only be for our own candidates and we will not release empty seats to at large candidates.**
5. We will pay an advance payment to schedule a closed event equal to at least 6 candidates at the regular price, no matter how many fewer we test. Each additional candidate tested at a closed testing event over the 6-candidate minimum (up to the RN Test Observer's limit) will be at the regular price per each additional test component required. (6 candidates for both the knowledge and skill test components would equal a minimum advance payment of \$762 and for a skill test component only would equal a minimum advance payment of \$570 (refundable in some instances) to schedule a closed test event. This ensures that a test team coming into your closed test site is guaranteed to be paid for at least 6 (or more) candidates no matter how many actually show up.) [To pay the closed event fee, fill out Form 3403FAC-WY available on the Wyoming webpage at [www.wydmaster.com](http://www.wydmaster.com)]
6. Unannounced visits by the Wyoming Board of Nursing (WSBN) and D&SDT-HEADMASTER staff for the purpose of observing tests in progress to improve competency testing in Wyoming.
7. Allow, on testing days, the certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), and our own trained candidates admittance to our approved Test Site.
8. Assume all liability for our own test candidates.
9. Waive liability claims against D&SDT-HEADMASTER and/or WSBN in assuming any liability for any of the entities involved in testing. (Certified RN Test Observers, Actors, KTPs, or any test candidates.)

**Photographing or Videotaping Test Events**

- As a certification test vendor, D&SDT-HEADMASTER must ensure the security of knowledge and skill test items and proprietary test delivery software.
- Certification test events are expected to be conducted in a distraction-free environment with a high degree of personal privacy and security. Photographing, videotaping, or recording via security or surveillance cameras or any other device which may compromise or reveal any knowledge or skill testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER and/or the Wyoming Board of Nursing (WSBN).
- To host certification test events for test candidates, you agree that no electronic recording devices will be used to record sound or video of actual test candidates, test events, or any part of test administration. You agree that to allow the recording of certification testing events in progress without the express written consent of D&SDT-HEADMASTER and/or WSBN may result in the loss of your test site approval and/or training program approval and may subject you to prosecution by all affected parties to the full extent of the law.

**I CERTIFY THAT OUR SITE IS UNDER NO AUTHORITY OF SANCTIONS AND I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY ALL GUIDELINES LISTED.**

Designated Test Site Contact Person: _____	Designated Test Site Contact Person's Phone #: _____
Designated Test Site Contact Person's Email: _____	Date: _____
Test Site Administrator Signature: _____	

# Contact Information

## Contact Information

**Questions regarding:** testing process • test scheduling • eligibility to test ..... **(888) 401-0462**

**Questions regarding:** Nurse Aide Registry, obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs • updating your name, address or requesting a duplicate CNA certificate • verification of current nurse aide certification • renewal, reciprocity and equivalency information ..... **(307) 777-7601**

***D&S Diversified Technologies (D&SDT), LLP-  
Headmaster, LLP***

PO Box 6609  
Helena, MT 59604

Email: [wyoaming@hdmaster.com](mailto:wyoaming@hdmaster.com)

Web Site: [www.hdmaster.com](http://www.hdmaster.com)

*Monday through Friday*

*6:00AM – 6:00PM*

*Mountain Standard Time (MST)*

Wyoming TMU® Webpage:

<http://wy.tmutest.com>

Phone #: (888) 401-0462

Phone #: (888) 401-0465

Fax #: (406) 442-3357

***Wyoming State Board of Nursing (WSBN)***

130 Hobbs Avenue, Suite B  
Cheyenne, WY 87002

Email: [wsbn-info-licensing@wyo.gov](mailto:wsbn-info-licensing@wyo.gov)

Wyoming Nurse Aide Web Site:

<http://wsbn.wyo.gov>

*Monday through Friday*

*7:30AM – 4:00PM*

*Mountain Standard Time (MST)*

Phone #: (307) 777-7601

GOOD  
things  
are  
going to  
HAPPEN