

1. You will receive an **Approval to Test** notice with the date and time of test. This will allow a nursing facility to employ you as a Nurse Aide Trainee II for a **single** four month period beginning on the initial approval date on the bottom of your "Approval to Test" notice. The trainee II period is one time only, and the initial approval will not change.
2. You must present two forms of Identification, with one being a picture I.D., to be admitted to test.
3. You must be able to provide your social security number on the test for identification.
4. **You must be on time.**
5. If you are late, or fail to appear at your scheduled test, you must call (785) 296-1250 to request a rescheduling form which requires an additional fee of \$20.00.
6. If a special accommodation is needed, you **MUST** submit the candidate's **Accommodation Request Evaluation Form** with this application
7. Nurse aide certificates are issued to those who achieve a score of at least seventy five percent (75%) on the nurse aide test, 3-4 weeks after the test date.
8. The nurse aide test may be taken **only one time** based on certification in another state. Any candidate who fails the test on the first attempt **must enroll in a state-approved nurse aide training course**. You then have two remaining opportunities to pass the test within one year from the endorsement approval date designated above.
9. Test scores may be requested by writing to the address listed below.

**Health Occupations Credentialing, KDHE
Curtis State Office Bldg. 1000 SW Jackson, Ste 200
Topeka, Kansas 66612-1365
(785) 296-1250**

Web site: www.kdheks.gov/hoc