

FREQUENTLY ASKED QUESTIONS

In Utah the nurse aide registry is referred to as the Utah Nursing Assistant Registry (UNAR)

- What is a CNA (certified nursing assistant)?

A CNA is a certified nursing assistant who has successfully completed a Nursing Assistant Training and Competency Evaluation Program (**NATCEP**), and is placed on the Utah Nursing Assistant Registry.

A CNA may work in any setting such as a Nursing Home, Assisted Living, Hospital or Hospice if they are supervised by a licensed nurse (LPN, RN) and performing nursing or nursing related services. A CNA may work in private duty, but might not be able to renew it if they are not under the supervision of a licensed nurse.

- What if English is not my primary language?

The written exam is given in Spanish as well as English and is also on audiotape. The skills exam is only given in English, as nursing assistants must be able to understand instructions in English. Due to Federal regulations, no translators, personal dictionaries or any type of assistance is allowed during the test (see test security)

- Can I challenge the test or be exempt from training?

The following individuals may be allowed to challenge the test, without completing a training program:

**RN or LPN nursing students, who have successfully completed 'nursing fundamentals' in a state approved nursing program within the last two years.

**Individuals who have completed the US Army medic training, Navy basic hospital corps school or Air Force apprentice (specialist) program. The training must have been within the last two years or they must have left the military within the last two years. A copy of their DD214 must accompany the application.

**Nursing Assistants with an out-of-state certificate, who are in good standing in their state of certification.

**CNAs with expired Utah certificates

- Is my certification valid in any other state?

If you are a nursing assistant moving from Utah to another state you must contact the registry of that state to see if your CNA status can be transferred. You can find the State Registry's website or telephone number at [State NA Registries List](#), under [UNAR CNA Testing Forms](#) on this site. Requirements vary from state to state.

If you are a nursing assistant with a current certificate from another state and you are moving into Utah, you must contact the UNAR to request an out-of-state application. If your certificate from the other state has expired, you may be required to complete five (5) additional hours to meet the requirements of certification and the opportunity to test in Utah.

- Where would an individual receive the nursing assistant training and who should they contact?

Training programs are offered through community colleges, nursing homes, hospitals and private companies. Individuals should contact the training program coordinator at the sites. See the link for [Certified Utah Training Programs](#) from this site.

- Who pays for testing and training?

A nursing assistant who is employed by, or who has received an offer of employment from a federally certified nursing care facility on the date on which the aide begins a nurse aide training and/or competency evaluation program cannot be charged for any portion of the program. (This includes any fees for textbooks or other required course materials).

If you are not employed, or do not have an offer to be employed as a nurse aide, and you become employed by or receive an offer of employment from a federally certified nursing care facility not later than 12 months after completing a nursing assistant training and competency evaluation program, you may request reimbursement of costs incurred in completing the program. This reimbursement will be prorated during the period in which you are employed as a nursing assistant. You apply for this reimbursement through the UNAR.

- Where do I test and how do I schedule a testing appointment?

The skills test and written exam are given at any one of 14 testing sites throughout Utah. After you have received your vouchers and a list of testing centers from the UNAR, you may call one of the test sites to set up your appointments to test.

- When do I have to test?

Training is good for two years from the **training completion date**.

- What should I bring on the day of testing?

You must bring one form of picture ID (e.g., drivers license, passport, Utah ID card, school ID or facility ID).

If taking the skills exam, you should be properly attired. Please see the **Candidate Handbook** on this site.

- What do I do if I fail the test?

If you are unsuccessful on either of the tests, you will receive a notice from the UNAR with another application to apply for vouchers to retest. You must send the correct monetary amount for testing and a completed application to the UNAR or vouchers will not be sent. Once you receive the vouchers, you may call a testing center and make an appointment to test.

If you are employed by a long-term care facility, the facility will have to apply for you as they are obligated to pay for the exam as long as you are their employee in the nursing department.

You may take the clinical skills and/or written exam three times each. Each test will cost you the same amount as the first time. Each time you retest, you will be given a complete test. If you are unable to pass each test after three attempts, you will be required to retrain the entire 80 hour training program prior to testing again.

- What should I know about test security?

The use of assistance of any type is strictly prohibited. If caught cheating you will be excused from the testing center and **prohibited from obtaining a nursing assistant certification.**

Examples of items that are not permitted during testing may include, but are not limited to:

- Personal dictionaries or thesauruses
- Interpreters or translation dictionaries
- Explanation or clarification from proctor regarding situations depicted or terms used during the test
- Pencils, pens, paper, Palm Pilots, PDAs in general or other writing instruments
- Personal belongings such as purses, bags, coats and jackets
- Books or notes including the clinical skills checklists
- Food or drink
- Cell phones or pagers

- Where can I get study information?

Included in this website is a **Candidate Handbook**, which may assist you in preparing for the test. Please check out all the links in the website.

- What are the fees for taking the exam?

The testing fees are paid prior to receiving the vouchers required to take the exams. You will not be allowed to test without your vouchers. A fee is required each time you test.

The written test and clinical skills are both \$35.00 each as of 9/1/06.

Check the application for the current test fees. Retests are the same price.

Other fees:

Duplicate certificates	\$ 5.00
Nursing Assistant pins	\$ 5.00
Renewal late fee	\$10.00

- What does the written exam cover?

The exam covers the areas of safety and emergencies, infection control, personal care, mental health, resident rights, communication, basic nursing skills, disease processes, restorative care, roles and responsibilities.

- Does my certificate expire?

A nursing assistant's certificate is valid for two years from the time of issue. Certifications must be renewed every two years. As a service to you, approximately 45 days prior to the expiration of the certificate, a renewal notice is mailed to the last known address on the registry.

Keeping the registry notified of any change of address is important for ensuring that you will receive your renewal notice. Sometimes nursing assistants do not receive their renewal notices because of unreported name and address changes, and ***occasional post office irregularities***. There are no guarantees that you will receive this form.

Therefore, it is your responsibility to keep track of your own expiration date and to notify the registry of any name and address changes.

- Is there a grace period for renewal?

The renewal is free and your renewal form must be received in the UNAR office, complete and correct, by the end of the month in which it expires. If received within the 30 day grace period, there will be a \$10.00 late fee. If you do not send in your renewal form by the end of the 30 day grace period, **you will be required to retest.**

- What are the office hours of the Utah Nursing Assistant Registry (UNAR)?

Staff may be reached Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m. by calling 801-547-9947. The office is closed for all state and federal holidays.