

CMA TESTING FILE DOCUMENTATION CHECKLIST

The following documents **MUST** be in each candidate's testing file. **DO NOT** retain copies of the candidate's proof of social security number in the testing file.

- Training Verification Form with Training Section Completed & Signed by RN Training Supervisor and the Attestation Section completed and signed by the candidate (form available at www.okhcp.com, Medication Aide)
 - Checks:**
 - Verify candidate's SSN against original proof of SSN (card, pay stub, tax return, IRS paper)
 - Training Facility Code corresponds to an approved training program (list available at www.okhcp.com, Medication Aide)
 - Authenticity of Form

- Photo Identification
 - Checks:**
 - Valid, current and issued by a U.S. government entity (national, state, county, or city government, tribal government, or school)
 - Name must match name listed on Training Verification Form **and** original proof of SSN (see above)

- Oklahoma Certified Nurse Aide Certification card (or printout from OK Nurse Aide Registry's online lookup system)
 - Checks:**
 - Certification is current

- Affidavit of Lawful Presence and supporting documentation (form available at www.okhcp.com, Medication Aide)
 - Checks:**
 - Verify number on Affidavit against number on non-citizen documentation – approved forms of identification/documentation are listed in the instructions for the form
 - Only the documents specifically listed in the instructions are on the Affidavit
 - If under 18, must use appropriate form and have parent/guardian signature

NOTE:

For US citizens, the original affidavit must be retained in the candidate's testing file.

For non-US citizens, the original affidavits and copies of the supporting documentation must be sent to OSDH and copies of all documents retained in the testing file.

- Coaching Report from Online Testing System – one for each attempt!
 - Checks:**
 - Signed by both the Test Site Coordinator (or Designate) and the candidate