

CNA 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 (form available at www.okhcp.com, Nurse 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, Nurse 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)

- Affidavit of Lawful Presence and supporting documentation for non-citizens (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.

- Clinical Skills Exam Packet – one for each attempt!

Checks:

- Candidate, training and CSO information is complete and matches information on Training Verification Form and identification
- CSO signed information sheet of packet
- All steps have either yes or no circled – no lines, squiggles, etc.
- Any "no's" have been explained
- All candidate measurements are within acceptable limits of CSO's measurements
- All skills have been scored correctly by Test Site Coordinator (or Designate) and boxed questions marked
- Each packet has the correct number of skills (8 for LTC)

- Coaching Report from Online Testing System – one for each attempt!

Checks:

- Signed by both the Test Site Coordinator (or Designate) and the candidate