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| **Nurse Aide Testing**The Michigan Department of Licensing & Regulatory Affairs (LARA) recently transitioned the Nurse Aide Testing function from Prometric to Headmaster with the intent to improve access to testing availability as well as offer testing at the candidate’s location whenever possible. Headmaster’s philosophy and belief is that candidates who are testing do best in their own, familiar environment whenever possible. To that end, they attempt to make testing as convenient as possible for nurse aide candidates. Please note that along with the change to Headmaster, the process to schedule a test has changed as well. Understanding the urgency to access available testing for your staff, the association is sharing both information on scheduling as well as hosting testing. Headmaster is scheduling testing dates and times upon request. As testing access is requested, those dates and times are added to the [main testing calendar](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.icptrack.com%2Ficp%2Frelay.php%3Fr%3D109289089%26msgid%3D200041%26act%3D2FF9%26c%3D1802768%26pid%3D4346905%26destination%3Dhttps%253A%252F%252Fmi.tmutest.com%252Fcalendar%253Fseats%253D%2526city%253D%2526facility%253D%2526test_type%253D%2526type%253D%26cf%3D35024%26v%3D60605bb3435f6bf729556d5a24582cf2398a897fa28137f99905ee976126d380&data=04%7C01%7Cangie.szumlinski%40chelsearhone.com%7C1fd8e0e165e0449998fb08da1bf161f5%7C780a31273c7141dbbc3809e32ef3e62a%7C0%7C0%7C637853020805358078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=fSQM%2BxVnCsNptmU9nvFXuEsU14bXXwIjB7SixWKOqwc%3D&reserved=0). You may view current scheduled test dates and times with open availability and add candidates, or can request the addition of testing dates or locations by notifying Headmaster directly at michigan@hdmaster.com or by calling (888) 401-0462.In addition, nurse aide candidates may take their knowledge exam online separately from scheduling their hands on skills exam. The two portions of the testing are not required to be completed on the same date. You also have the opportunity to host testing at your facility for your own staff on single or isolated test dates (Closed In Facility Test Site), or to offer testing onsite on an ongoing basis to support community needs (In Facility & Regional Test Site) if desired. Members who would like to establish testing dates onsite should complete two brief forms and submit via email to michigan@hdmaster.com:* [Headmaster Test Site Agreement](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.icptrack.com%2Ficp%2Frelay.php%3Fr%3D109289089%26msgid%3D200041%26act%3D2FF9%26c%3D1802768%26pid%3D4346905%26destination%3Dhttps%253A%252F%252Fwww.hcam.org%252Fwp-content%252Fuploads%252Fsites%252F27%252F2022%252F04%252Fupdate-4-11-22-Headmaster-Test-Site-Agreement-1502MI.pdf%26cf%3D35024%26v%3D0918779e3c5fd8adb489d5943d6f5a5ffc569f8651846b1a04d5460deaf47d47&data=04%7C01%7Cangie.szumlinski%40chelsearhone.com%7C1fd8e0e165e0449998fb08da1bf161f5%7C780a31273c7141dbbc3809e32ef3e62a%7C0%7C0%7C637853020805358078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=%2BJB6oJoMdPHvAmlub%2F7o1NGvitR5LQGnZoqKDmdsk88%3D&reserved=0)
* [Headmaster Test Site Equipment List](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.icptrack.com%2Ficp%2Frelay.php%3Fr%3D109289089%26msgid%3D200041%26act%3D2FF9%26c%3D1802768%26pid%3D4346905%26destination%3Dhttps%253A%252F%252Fwww.hcam.org%252Fwp-content%252Fuploads%252Fsites%252F27%252F2022%252F04%252Fupdate-4-11-22-Headmaster-Test-Site-Equipment-List-1503MI.pdf%26cf%3D35024%26v%3D64fdc1819afee3196330bbf0cc31028365bd554ea07aa670cf1fa76a4806e3e7&data=04%7C01%7Cangie.szumlinski%40chelsearhone.com%7C1fd8e0e165e0449998fb08da1bf161f5%7C780a31273c7141dbbc3809e32ef3e62a%7C0%7C0%7C637853020805358078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ZQhCBjpCNtgIbo7bktH2plzSKXKypivwvNZ7prMSPkk%3D&reserved=0)

﻿Headmaster will schedule RN test proctors to proctor nurse aide candidate exam dates, or you may elect to have an RN on staff be approved and assigned to proctor. Onsite RNs are considered a contract employee of Headmaster for the specified time frames they proctor exams. The association recommends reviewing the Testing Services Agreement below to determine if this option is a good fit for your facility. Interested RN staff may apply by completing the following steps:* [Submit Resume & License](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.icptrack.com%2Ficp%2Frelay.php%3Fr%3D109289089%26msgid%3D200041%26act%3D2FF9%26c%3D1802768%26pid%3D4346905%26destination%3Dhttps%253A%252F%252Fdocs.google.com%252Fforms%252Fd%252Fe%252F1FAIpQLSdGvc9ReV_NiMyk-1zebeIAUVObdmuWLgPDCPXwxrwWxGteYA%252Fviewform%26cf%3D35024%26v%3D5c28d9ed81b7fd5f868294a5fb6c34eacf3257d32d520cb2510e5a52061c5a0c&data=04%7C01%7Cangie.szumlinski%40chelsearhone.com%7C1fd8e0e165e0449998fb08da1bf161f5%7C780a31273c7141dbbc3809e32ef3e62a%7C0%7C0%7C637853020805358078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=MaRgAw4eiIo07HZQB2R0Uifvcet7EXt623e7YA2evfE%3D&reserved=0)
* [Sign and Submit RN Testing Services Agreement](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.icptrack.com%2Ficp%2Frelay.php%3Fr%3D109289089%26msgid%3D200041%26act%3D2FF9%26c%3D1802768%26pid%3D4346905%26destination%3Dhttps%253A%252F%252Fwww.pdffiller.com%252Fen%252Flink_to_fill%252F906102974.htm%26cf%3D35024%26v%3D06d593a03145c00d4a4e571a81257a15eeec124356b21ac6c7143e608d85f27b&data=04%7C01%7Cangie.szumlinski%40chelsearhone.com%7C1fd8e0e165e0449998fb08da1bf161f5%7C780a31273c7141dbbc3809e32ef3e62a%7C0%7C0%7C637853020805358078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=aJzfiAOtTpyP7aKRK%2BCmk%2BAxBMUqmzw1rsgnnRQXMnk%3D&reserved=0)

Contact Cathy Sunlin at CathySunlin@HCAM.org with any questions. |

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