CNA TESTING FILE DOCUMENTATION CHECKLIST

The following documents <u>MUST</u> be in each candidate's testing file. <u>DO NOT</u> 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