

HCP EXAMINATIONS CHEAT SHEET SUPPLEMENT DOCUMENTATION REQUIREMENTS

PROJECT	DOCUMENTS TO BE RETAINED
Certified Nurse Aide	Copies of all documents required from candidate (except SSN) Original Affidavit of Lawful Presence Original Clinical Skills Exam Packet(s) Copy of Signed Coaching Report(s)
Certified Medication Aide	Copies of all documents required from candidate (except SSN) Original Affidavit of Lawful Presence Copy of Signed Coaching Report(s)
Advanced CMA C.N.A. Level 2/C.N.A. Level 3 OHCAPA	Copies of all documents required from candidate (except SSN) Copy of Signed Coaching Report(s)
Advanced Unlicensed Assistant Petroleum Storage Exams (all areas) Hearing Aid Fitter/Dealer Sanitarian/Environmental Specialist	Copies of all documents required from candidate Retain Original Letter from agency – Candidate must reapply
Supportive Home Assistant	Copies of all documents required from candidate Copy of Signed Score Report(s) Original Clinical Skills Exam Packet(s)
Medical Micropigmentation Tattoo/Body Piercing Artist Licensed Marriage & Family Therapist Licensed Professional Counselor	Copies of all documents required from candidate Retain original letter if candidate passes. For candidates who need to retest, document attempt on original letter, retain a copy of the letter, and return the original to the candidate.
ODMHSAS Case Management (all areas)	Copies of all documents required from candidate If the candidate fails, document attempt on printed email, retain a copy of the email, and return the original to the candidate.
Emergency Medical Responder	Copies of all documents required from candidate Copy of Signed Coaching Report(s) Original Training Verification Form must be sent by candidate to OSDH
ODCTE EMS Competency Assessments	Copy of photo ID Copy of Signed Coaching Report(s)
Oklahoma POSSE	Copy of photo ID
Alarm, Locksmith & Fire Sprinkler (all) Alternative Fuels	Copy of photo ID Copy of Signed Coaching Report(s)
Private Security Bail Enforcer	Copies of all documents required from candidate Training Completion Certificate stays with the candidate. For candidates who need to retest, document attempt on original certificate, retain a copy of the certificate, and return the original to the candidate.
Fire Extinguisher Outdoor Fireworks Display Operator	Copy of photo ID Copy of Signed Coaching Report(s)
Veterinary Assistant DPS Exams	Copy of photo ID/Birth Certificate – or note DOB on photo ID Copy of Signed Coaching Report(s)

HPCP EXAMINATIONS CHEAT SHEET

LICENSURE/CERTIFICATION SPECIFIC INFORMATION

AFFIDAVIT OF LAWFUL PRESENCE

IMPORTANT! Affidavits of Lawful Presence are REQUIRED from all candidates seeking any certification issued by the Oklahoma Nurse Aide Registry. No affidavit, no test.

EFFECTIVE JULY 1, 2017: DO NOT MAIL AFFIDAVITS AND SUPPORTING DOCUMENTS TO O.S.D.H.

An original completed affidavit must be retained in each candidate's testing file. For non-U.S. citizens, a copy of the supporting documentation must also be retained in each candidate's file.

If the candidate fails an exam, the affidavit can be returned to the candidate and presented again at the next testing appointment or kept by the test site coordinator until retesting.

CALCULATORS - Unless otherwise specified below, **CALCULATORS ARE NOT PERMITTED**. Candidates may use scratch paper for calculations – this will be provided by the test center and collected at the end of the testing session.

NURSE AIDE CERTIFICATION - LTC, HHC, DDDCA, ADC, RCA

- Training thru OSDH-approved programs only
- **Failed clinical skills examinations must be logged – see the clinical skills exam packet for instructions.**
- Actor/volunteers may not be certified nurse aides or trainees in a nurse aide training program
- Clinical administered by ODCTE-approved evaluators only
- Candidates have three years from completion of training to finish the testing requirement for certification.
- Training Facility Codes for letters: Deeming – without a letter, 3333333; Retesting letter – 1 chance, 1111111; Training Exception letter – 3 chances, 5555555
- Training Completion Date for letters: Date of letter
- If candidate does not have a SSN, please make copies of all authorization documents, create a candidate information form showing what number was used in place of SSN, and send all copies to Jennifer Palacio.

DEEM – HOME HEALTH CARE AIDE SEEKING LONG-TERM CARE CERTIFICATION

- Form documenting 16 hours of training in specific subject areas submitted directly to OSDH

DEEM – LONG-TERM CARE AIDE SEEKING HOME HEALTH CARE CERTIFICATION

- 16 hours of population-specific training
- Does not have to be thru an approved program
- SI through online system transmits information to the NAR
- Training Facility Code: 3333333 or code issued by the NAR

HEADMASTER CANDIDATES – LTC, HHC, DDDCA

- If a candidate has taken some portion of the two-part exams from Headmasters, you can complete any portion that remains or test for any portion that received a fail
- The candidate will need to provide the following documentation:
 - TVF or Letter from NAR or Template Letter from Facility (waiver)
 - Score reports for any results received from Headmasters
 - Completed Candidate Information Form
- If you are providing the clinical only – please submit all forms listed above to our office for submission of result to NAR
- Please use 999999999 for the CSO # for Headmasters/Semanoc candidates

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LICENSURE/CERTIFICATION SPECIFIC INFORMATION

CERTIFIED MEDICATION AIDE

- Training thru OSDH-approved programs only
- Candidates have three years from completion of training to finish the testing requirement for certification.
- Training Facility Codes for letters: Training exception letter – 3 chances, 5555555; Retesting letter – 1 chance, 1111111
- Training Completion Date for letters: Date of letter

ADVANCED UNLICENSED ASSISTANT

- Training thru OK Board of Nursing-approved programs only
- Clinical Administered by ODCTE-approved evaluators only
- Clinical skills exam sent to ODCTE for scoring

ADVANCED CMA – INSULIN ADMINISTRATION

- Training thru OSDH-approved programs only

NOTE: Candidate will only be listed on the OK Nurse Aide Registry if he/she submits ODH Form 504 to OSDH.

OCHAPA - Oklahoma Home Care Administrator Preparedness Assessment (9C)

- Please note that a candidate is only required to take his/her initial attempt within 90 days of receiving the authorization to test. If the letter does not specify a cut-off date, the candidate will be allowed to test until the third attempt is taken.

EMERGENCY MEDICAL TECHNICIAN – BASIC, ADVANCED AND PARAMEDIC (Practice)

- For students from CareerTech training programs only
- Test can be administered by HCP test site coordinators and testing liaisons for traditional programs.

EMERGENCY MEDICAL RESPONDER CERTIFICATION

- Requests for accommodations must be approved by OSDH in writing; written authorization must be provided to test site at time of registration.
- EMT class graduates can take the EMR test if the instructor gets a separate CAN number from OSDH-EMS division to classify the program as an EMR course.

NOTE: In order to be listed on the registry, candidates must send the completed Training and Testing Verification form and \$10 fee to EMS Division at the OK State Department of Health in OKC. FAXES ARE NOT ACCEPTED!

OKLAHOMA POSSE (PEACE OFFICER SCREENING AND SELECTION EXAMINATION)

- Covers reading comprehension, math calculations, written communication, and writing reports.
- Individual **POSSE** results are provided to CLEET and to the departments/agency indicated during the registration.
- **POSSE** results are communicated to candidates via email. Results are processed within 3 business days. If a candidate does not have an email address, he/she may request that test center mail his/her results. Candidates who want results mailed must provide the test center with a self-addressed, stamped envelope. Candidates should expect to receive mailed results within three weeks of the test date.
- Information and additional resources for candidates can be accessed by clicking the POSSE link at www.okhcp.com.

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PRIVATE SECURITY & BAIL ENFORCER LICENSURE

- Private Security exams **may not** be translated to candidates
- Verify approved program - <https://cleet.us.thentiacloud.net/webs/cleet/register/#> (search for business/org)
- Results are loaded directly into CLEET's system; however, candidates must apply to CLEET for licensure.
- If program is an online course & certificate is emailed, must include email showing who sent it and shows the attachment
- Certificate must have the name of the training program on it. If not, the candidate must provide a copy of the Training Completion Form that is sent to CLEET showing that information.
- If a candidate fails the written exam 3 times, the candidate must retrain. After retraining, the candidate is allowed 2 more attempts to pass the written. (*testing must be completed w/in 5 years of training*)
- Accommodations:
 - A reader will be made available if a candidate has an IEP/504 and has documentation supporting the need for a reader
 - Extended time will be made available if a candidate has an IEP/504 and has documentation supporting the need for extended time.
 - A candidate must make these requests a minimum of 48 hours before testing is scheduled to occur
 - Open book and paper copies will NOT be allowed. If a candidate has a medical issue with reading information from a screen, etc., text-to-speech will be provided for those candidates based on supporting documentation.

ALARM & LOCKSMITH

- **Allowed Resources:** The test site will provide candidates with a copy of the Alarm and Locksmith Act that **must be returned after testing**. In addition, candidates may bring/use **publisher-bound** code books approved for that licensure area into the testing center. Approved resources are identified in the Study Guides on www.okhcp.com. Notes on loose paper, resources in 3-ring binders and other pieces of paper are prohibited. Scratch paper may be provided; however, this must be surrendered to the proctor upon completion of testing. Bringing notes into or taking notes out of the testing center is considered cheating and may result in the denial of licensure.

OUTDOOR FIREWORKS DISPLAY OPERATOR

- Candidate is **no longer** required to present testing authorization letter
- Candidate is allowed **one (1)** same-day retest if he/she is unsuccessful on first test attempt.

FIRE EXTINGUISHER

- Candidate is **no longer** required to present testing authorization letter
- Candidate must wait **5 business days** between 1st & 2nd attempt.
- **After initial test date and first retest, the candidate must wait 30 days before retesting again.**
- Time Limit for Fire Extinguisher exam is 1 hour

OKLAHOMA CORPORATION COMMISSION – PETROLEUM STORAGE

- **Allowed Resources:** Calculator, Paper/Pencil

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LICENSURE/CERTIFICATION SPECIFIC INFORMATION

Department of Public Safety/Service OK – Class D & Motorcycle

- Score Report must be signed or stamped by the test site
- Copy of Application & License Processing Locations.pdf must be provided to candidate before leaving
- May use Birth Certificate #, Alien Registration #, or Naturalization # to create account in QM
- Test scores are valid for 1 year
- Candidate can be 14 years old if they have completed a Motorcycle Safety Course and need the Class D exam for “Rules of the Road” or are applying for Farmers Permit
- If you do not wish to retain copy of birth certificate – note DOB on copy of photo ID. Otherwise, keep copy of all documents presented except SSN.
- Allowed accommodation – readers are allowed

Department of Public Safety/Service OK – CDL

- Score Report must be signed or stamped by the test site
- Copy of Application & License Processing Locations.pdf must be provided to candidate before leaving
- A valid, current driver license will be used to verify identity/age
- Test scores are valid for 1 year
- Candidates must be 18 years old – CDL Knowledge tests
- Candidates must be 21 years old – Hazardous Materials Knowledge test
- Candidates must already have an X or H endorsement to take the Hazardous Materials Knowledge test at our sites
 - If the endorsement is not on the CDL license, the candidate must go to ServiceOK for the Hazmat exam
- Candidates must read and answer “NO” to questions #4-13 & #16-17 on the CFR 391 Medical Requirements form – any “YES” will require the candidate to report to DPS for further assistance before testing
- Allowed accommodation – readers are allowed