Certified Nursing Assistant (CNA) Applicant Instructions:

• Complete an Approved CNA Course
  o Instructor will provide completion certificate to each applicant/student
  o Instructor sends the Wyoming State Board of Nursing (WSBN) a completion list of all passing applicants/students.

• Visit the WSBN website at http://nursing.state.wy.us under the apply tab select certified nursing assistants. Click on the CNA Application for Certification. Complete application and fees and send to WSBN – 130 Hobbs Ave, Ste B, Cheyenne, WY 82002
  o Fingerprint cards will be mailed to the applicant upon receipt of the application and fees OR the applicant can visit their local law enforcement agency and be fingerprinted on two (2) blue FBI cards. Each law enforcement agency may charge a nominal fee for fingerprinting (around $5.00 per card) – varies at each agency. Also note ** Some law enforcement agencies require an appointment to do fingerprinting, so it is best to call before visiting their offices.
  o A Graduate Nurse Aid (GNA) Temporary permit - (one time 120 day permit) is issued upon receipt of 1) Completion list from Instructor AND 2) Completed licensing application and fees submitted from applicant to the WSBN office
  o Each applicant must provide a copy of their social security card and one other form of identification – see the “acceptable” forms of identification listed on the application.
  o Please follow the instructions and complete the application including employment, education and history questions – Sign the application
  o Additional documentation (ie personal statement, court documents and/or legal findings) is required for applications with “YES” answers on the history questions page

• Make application with the Credentia – testing application may be found on the WSBN website http://nursing.state.wy.us under the apply tab click on certified nursing assistants and select the Wyoming Nurse Aide Testing Services. Credentia will require a completion certificate to be sent with their application and fees.
  o If you have questions or need further assistance with testing information, test sites or dates please contact the Credentia at 1-877-437-9587.

• Get ready to test - your Exams will consist of two parts - written and skills OR oral and skills. Good Luck!!
  o The CNA Candidate Handbook on the Pearson Vue website at http://www.pearsonvue.com/wy/nurseaides/ is an excellent source of information and provides sample test questions.
  o Both exams must be passed in order to have your certificate issued
  o If you fail one or both of the exams, the temporary permit will be removed and the applicant should not work as a CNA until both exams are passed AND the certificate is issued.
  o As of December 1, 2012, please note that you have 1 year from the completion date of your program to test successfully for your CNA certification or 5 attempts whichever comes first.
  o The revised 2011 NNAAP® Examination Content Outline is based on the findings from the 2009 Job Analysis of Nursing Assistants published by NCSBN in spring 2010. The examination content outline went into effect January 2011.
  o The NNAAP written examination is comprised of 70 multiple-choice items; 10 are pretest items (non-scored) on which statistical information will be collected. The NNAAP oral examination is comprised of 60 multiple-choice items and 10 reading comprehension (word recognition) items. The candidate is allowed to choose between a written and an oral examination.