



Academic Affairs
2101 Trinity Road, Duluth, MN 55811
Phone: 218-733-7693 Fax: 218-723-4921

Nursing Assistant Testing (NATO)

Description

Successful completion of the full testing (written and skills tests) enables the student to become a Certified Nursing Assistant as required by the Minnesota Department of Health. Generally results are generated the day of the test; infrequent technical problems may require hand scoring. All scores will be generated within 10 business days.

Cost:	Full Test (written and skills testing) \$165.00 Retakes (either written or skills testing) \$ 60.00
Time:	2:00-7:00 p.m. (check-in and registration starts at 2:00 p.m., testing starts at 3:00 p.m.)
Location:	W2846
Instructor:	Cheryl Jost, RN

Participant Requirements

- Arrive at test site at least 30 minutes prior to test time (no one admitted after 3:00 p.m.).
- Bring two forms of ID – picture ID and one other form.
- Wear loose fitting and comfortable clothing; scrubs are good but not mandatory. Women: wear a swim suit top or tank top under clothing in case a modified bed bath is given. Be prepared to remove one shoe and stocking for foot care.

Parking

Park in the West lot. Classroom is located on the 2nd Floor. Signs will be posted.

Contact for Questions

Academic Affairs
218-733-7693

CNA Program Specific Test Information

Cheryl Jost, RN, Nursing Assistant Director
218-733-5982, c.jost@lsc.edu

Test Dates

Test dates are listed on the Nursing Assistant (NUNA) course schedule on the college website (www.lsc.edu). Please see next page for further instructions.

Test dates may be canceled, consolidated or added due to enrollment.

NATO Self Pay Registration

General Information

- You may register for your test online or on campus. Early registration is encouraged, as test dates fill quickly.
- Registration closes 48 hours before each test. Full payment **MUST** accompany registration. Your registration will be cancelled if payment requirements have not been met within one (1) hour.
- Cancellation **MUST** be completed 48 hours prior to testing to receive a refund. Refund is not available for cancellation after this time.

How to Register and make Payment

- Go to www.lsc.edu and click "Course Schedule".
- Search for testing dates under Nursing Assistant (NUNA). Be aware that all session dates might not display on the same page. Be sure to check session dates on the next page.
- Add the desired test date to your shopping cart.
 - If you are taking the test for the first time you must register for both NUNA1425 (NATO-Written Test) **AND** NUNA1426 (NATO-Skills Test).
 - If you need to retake a portion of the test you must register only for the test you need to retake, either NUNA1427 (NATO-Written Retake) **OR** NUNA1428 (NATO-Skills Retake).
- After you add your test date to your shopping cart you must login:
 - If you are a current LSC student, enter your LSC Student ID or Username and Pin.
 - If you are new to LSC, click on the create an account link.
- Once you are logged in you must confirm your registration.
- After your registration is complete, you may make payment by clicking on "Bills and Payment" or by making payment in the Student Payment office on campus within one (1) hour of registering.

PLEASE NOTE: NATO registration requires **IMMEDIATE PAYMENT!** Your **REGISTRATION** will be **CANCELLED** if payment requirements have not been met within one (1) hour.

How to Drop/Change Test Date

- Cancellation **MUST** be completed 48 hours prior to testing to receive a refund. Refund is not available for cancellation after this time.
- Once you are logged in to your student account click "View/Modify Class Schedule".
- Click on the Course ID link to drop/change test date.
- Select a function from the drop down list (Drop/Withdraw). If you registered for the full test be sure to drop/withdraw from both sections (NUNA1425 **AND** NUNA1426).

Registration Assistance

- Assistance in completing your online registration onsite is available in either the:
 - Technology Support Center in E1001 or by calling 218-733-1016
 - Campus Ambassador's Desk in Student Services in S1920 or by calling 218-733-7603
- For instructions on how to register and create an account go to <http://www.lsc.edu/RecordsandRegistration/CreatingMnSCUAccount.pdf>.
- Contact Academic Affairs at 733-7693 with any additional questions.

NATO Third-Party/Agency Pay Registration

General Information

- You may register for your test online or on campus. Early registration is encouraged, as test dates fill quickly.
- If you represent an agency or employer seeking to register students/employees as a group, please contact Nancy Swanson in Academic Affairs at 733-7694 for assistance.
- Registration closes 48 hours before each test. Full payment **MUST** accompany registration. If your registration is being paid by an agency, such as the Ordean Foundation, Job Service or CEP, you must have documentation of funding approval when registering, or your registration will be automatically cancelled in one (1) hour. Documentation needs to be in the Student Payment Office prior to registering or immediately after your registration is complete.
- Cancellation **MUST** be completed 48 hours prior to testing to receive a refund. Refund is not available for cancellation after this time.

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- Search for testing dates under Nursing Assistant (NUNA). Be aware that all session dates might not display on the same page. Be sure to check session dates on the next page.
- Add the desired test date to your shopping cart.
 - If you are taking the test for the first time you must register for both NUNA1425 (NATO-Written Test) **AND** NUNA1426 (NATO-Skills Test).
 - If you need to retake a portion of the test you must register only for the test you need to retake, either NUNA1427 (NATO-Written Retake) **OR** NUNA1428 (NATO-Skills Retake).
- After you add your test date to your shopping cart you must login:
 - If you are a current LSC student, enter your LSC Student ID or Username and Pin.
 - If you are new to LSC, create an account.
- Once you are logged in you must confirm your registration.
- After your registration is complete, you may make payment by clicking on "Bills and Payment". Be sure to click on the "**non-credit payment page**" in the yellow box to specify payment options. Enter employer or agency information which includes employer/agency name, contact name, address and phone number. It is important that you complete the information on the payment provider information page, if you do not, you will be dropped within one (1) hour.

PLEASE NOTE: NATO registration requires **IMMEDIATE PAYMENT!** Your **REGISTRATION** will be **CANCELLED** if payment requirements have not been met within one (1) hour.

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