

**Registration for the state-administered test.**

- (A) Except as otherwise provided in this rule, an eligible individual seeking to register for the state-administered test shall submit, in accordance with paragraph (C) of this rule, one or more completed registration forms provided by the director or the director's designee that include the individual's name, date of birth, social security number, home mailing address, signature, and daytime telephone number. The individual also shall furnish any additional information required by the applicable provisions of paragraphs (B) to (I) of this rule. The applicable registration fee or fees shall be paid in accordance with rule 3701-18-25 of the Administrative Code.
- (B) An individual may register to take either the examination component or the performance demonstration component or both components of the test at a test center or in the long-term care facility where he or she is or will be employed as a nurse aide, if the facility meets the requirements of paragraph (E) of rule 3701-18-22 of the Administrative Code. The components may be taken in any order, but both components shall be successfully completed while the individual is eligible to register under paragraph (A) of rule 3701-18-23 of the Administrative Code.
- (C) To register to take either or both of the state-administered components of the test:
- (1) The registrant shall submit to the director or the director's designee a completed registration form and the applicable fee or fees required by rule 3701-18-25 of the Administrative Code so that they are received by the director or designee no less than thirty days before the date on which the individual wishes to take the examination. The director or designee may waive the submission deadline if the registration form can be processed and there is adequate space at a test center.
  - (2) In a long-term care facility, the registrant shall submit to the director or the director's designee one completed registration form and the applicable fee or fees required by rule 3701-18-25 of the Administrative Code.
- (D) An individual registering to take either or both of the components of the test and who currently is employed as a nurse aide by a long-term care facility, shall do both of the following:
- (1) Indicate on the registration form the name of the long-term care facility by which the individual currently is employed; and
  - (2) Indicate on the form the date on which the individual was hired by the facility.
- (E) An individual registering to take either or both components of the test and who has completed an approved TCEP successfully, shall do both of the following:
- (1) Indicate on the registration form the program's name; its training program approval number, as assigned by the director or the director's designee; and the date on which the individual completed the program; and

- (2) Submit with the registration form a copy of the document issued by the TCEP under paragraph (H) of rule 3701-18-06.1 of the Administrative Code evidencing that the individual completed the program successfully.
- (F) If the individual is eligible to take the component because he or she meets the conditions specified in paragraph (A)(1) of rule 3701-18-23 of the Administrative Code, he or she shall submit with the registration form a copy of the certification required by that paragraph.
- (G) If the individual is eligible to take the component because he or she meets the conditions specified in paragraph (A)(2) of rule 3701-18-23 of the Administrative Code, he or she shall submit with the registration form a copy of the documentation required by that paragraph.
- (H) If the individual's religion prohibits him or her from being photographed, the individual shall submit a signed letter stating the name of the religion he or she practices and affirming his or her religious objection.
- (I) To register to retake a component or components of the test, the individual shall submit a registration form and the applicable fee or fees required by rule 3701-18-25 of the Administrative Code to the director or director's designee within the time frames specified in paragraph (C) of this rule for the applicable type of testing site. An individual shall not register to retake a component of the test until he or she receives the failing score report.

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CERTIFIED ELECTRONICALLY

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Certification

12/20/2011

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Date

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