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CNA EXAMINATION AND CERTIFICATION REQUIREMENTS

D&S Diversified Technologies has been selected by the Arizona Board of Nursing to administer and manage the Arizona Nursing Assistant Competency & Evaluation Program beginning September 1, 2005. For information including applications, test site times and locations, and the AZ Candidate Handbook please visit the D&S Diversified Technologies website at www.hdmaster.com.

AZBN nursing assistant [certification applications](#) are available on our website. The application process, necessary forms that must be submitted, fees, and fingerprinting requirements are explained in detail.

Certified Nursing Assistant Exam Application Instructions

- Complete an application for Certified Nursing Assistant by Exam/Endorsement – Mail to **Arizona State Board of Nursing**
- Complete an application for Certified Nursing Assistant Examination – Mail application and fee to **D&S Diversified Technology Testing Company**.
- Pass the written and manual tests
- Complete a fingerprint card (A fingerprint card will be sent to you when we get your application.)
- Pay fees (optional)
- Fingerprint results – If the results of your fingerprint check show a positive criminal history, an investigation will be started and certification will not be given to you until the investigation is done. This may take 4 to 6 months.
- Within 2 years after you complete your nursing assistant training program provide:
 - a. A copy of the “certificate of completion” of a nursing assistant program that Arizona State Board of Nursing has approved (or letter from the program)

OR

 - b. Proof of completing a 120 hour nursing assistant program approved by another state / territory

OR

 - c. Proof of completing a 75 hour nursing assistant program approved by another state / territory

AND

Proof of working as a nursing assistant for an additional 45 hours

OR

 - d. Proof of graduation from an approved RN or LPN program or holds a valid RN/LPN license or meets educational requirements for RN/LPN licensure in Arizona (takes written test only)

NOTE: Applicants who have not taken the CNA exam within 2 years of their training and can show proof that they worked as a nursing assistant for 160 hours every 2 years, since they completed a state approved nursing assistant program, may take the CNA test. Example:

An applicant took their initial training in 2003 and never took the exam, needs to show they worked 160 hours between 2003 and 2005, and 160 hours between 2005 and 2007. **This may be validated in a letter signed by the employer.**

FEES

- Optional fee of \$50 for wallet size, pink-colored paper certificate. If the \$50 is **not included** with your application, the Board will assume you **do not** want a document
- Do not send cash. You may send a money order or check. All personal checks **must** be pre-printed with your name and address and made payable to the Arizona State Board of Nursing. Purchase Orders from facilities are not accepted.
- All fees are non-refundable.
- A \$50 fee will be charged for checks returned because of insufficient funds.

FINGERPRINTING

According to A.R.S. § 32-1606(B)(16), each applicant for initial licensure or certification is required to submit a full set of fingerprints. **A fingerprint card will be mailed to you after we receive your application. It is important for you to use that specific fingerprint card because we have Arizona State Board of Nursing information printed on the card.** It can take 3 to 4 weeks to receive fingerprint results from the FBI. You will not be certified until the FBI results are received.

FELONY CONVICTIONS

According to A.R.S. § 32-1646(B), an applicant for nursing assistant certification is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 5 or more years before submitting this application. If you cannot prove that the absolute discharge date is 5 or more years, the Board will notify you that you do not meet the requirements for certification.

REQUIRED PROOF OF CITIZENSHIP OR NATIONALITY

EFFECTIVE JANUARY 1, 2008, BASED ON FEDERAL AND STATE LAWS, ALL APPLICANTS MUST PROVIDE EVIDENCE OF CITIZENSHIP OR NATIONALITY

Federal law, 8 U.S.C. § 1641, and state law, A.R.S. § 1-501, require documentation of citizenship or nationality for licensure. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for licensure in Arizona.

If the Board has received your application after 1/1/2008, and the application you completed did not contain a proof of citizenship form, you will be required to complete a form and submit documentation evidencing citizenship or nationality prior to receiving your license/certification.