

# NURSE AIDE PRACTICAL SKILLS ASSESSMENT

## TRAINING PROGRAM HANDBOOK

Welcome to the Nurse Aide Practical Skills Assessment (NAPSA)! This skill examination is one option for the skill portion of the Colorado Nurse Aide Certification examinations. This handbook provides you with essential information and guidance for implementing the NAPSA examination in your training program.

### Colorado Nurse Aide Skill Examination Options

The Department of Regulatory Agencies and the Colorado Board of Nursing have approved the following skill examination routes for certification as a Nurse Aide in Colorado. Candidates must successfully complete both an approved skill examination (through either RW-Education or Credentia) and written examination (through Credentia) in order to be eligible for licensure as a Nurse Aide.

In the state of Colorado, two different skill examination options are available. It is up to each training program to decide which of the two exams they will prepare candidates for. Prospective candidates are encouraged to contact their chosen training program to find out which exam is used.

1. **The Nurse Aide Practical Skills Assessment (NAPSA)** is a scenario-based examination that evaluates a candidate's ability to apply critical thinking while performing essential patient care tasks. This examination is intended to be administered immediately upon completion of an approved Nurse Aide Training Program, as part of the program itself in collaboration with Racine-Wolf Education Group (RW-Education).
  - The NAPSA is only a skills assessment. Candidates who participate in this examination must also apply to take the written NNAAP exam through [Credentia](#) using the E-12 eligibility route.
2. **Complete the National Nurse Aide Assessment Program (NNAAP) examination (written and skills)** with the proctoring company [Credentia](#).

### Exam Overview

The NAPSA Examination will consist of the candidate completing one patient scenario.

- Each patient scenario contains three to five (3-5) randomly selected skills and a demonstration of handwashing using soap and water.
- Each skill includes steps assigned weighted point values, with the highest weights given to those related to safety, infection prevention, and client modesty.
- To achieve a passing score on the NAPSA Examination, candidates must correctly complete all critical safety steps and achieve at least 80% accuracy on all non-critical safety steps. Candidates will receive either a pass or a fail; they will not receive their percentage score.
- Candidates are observed by a Skill Test Evaluator (STE). The STE will monitor the candidate throughout the scenario and indicate whether each skill step is successfully completed. The STE marks yes or no on the scoring sheet and cannot provide any feedback on the candidate's progress during the examination. They do not have knowledge of the pass or fail status of the candidate's examination.
- The candidate will have 30 minutes to complete the skills in the patient scenario and demonstration of handwashing. The candidate will receive a verbal notification from the STE when there are ten (10) minutes remaining in the examination. This is the only notification a candidate will receive on time.
- Some scenarios require a mock client. A mock client is another candidate who will simulate the role of a patient during the scenario. Other scenarios will require the use of a manikin.
- Candidates and mock clients are strictly prohibited from removing any test materials from the testing area.
- If the patient scenario contains a measurement skill, the candidate will record the measurement using the provided documentation form.

## Administering the NAPSA Examination

### Candidate Scheduling

Each training program offering the NAPSA Examination is responsible for developing a scheduling process and communicating it to eligible candidates. RW-Education does not schedule testing dates at training sites. Once Candidates have been scheduled for a testing date, the date should be communicated on the Completion Roster with the candidate's information.

### Submit Roster of Candidates

Each training program offering the NAPSA Examination is responsible for providing RW-Education with a roster of candidates who have successfully completed the training program at that site. Rosters shall be submitted to RW Education Group at least 5 business days prior to the Scheduled NAPSA examination date. Training programs can submit rosters through the NAPSA Roster & Testing Information form on [RW-Education.com](http://RW-Education.com).

The roster shall include:

- Candidate's first and last name
- Last four (4) digits of the candidate's social security or ITIN number

- Candidate's email address
- Candidates training completion date
- Anticipated NAPSA examination date
- Name of Skill Test Evaluator (STE) proctoring the examination

Once the completion roster has been received, candidates will receive an email with instructions on completing their RW-Education application at RW-Education.com.

## **Training Program Requirements**

Training programs wanting to administer the NAPSA examination at their site must meet the following criteria:

- Be in good standing with the Colorado Board of Nursing and the Department of Regulatory Agencies as an approved Nurse Aide training center.
- Agree to the NAPSA examination confidentiality statement.
- Have a lab or patient room setting that includes all supplies required for training programs in the state of Colorado.
- Provide an area where candidates can comfortably wait to take the examination.

## **Accommodations**

All Nurse Aide Training Programs shall comply with the Americans with Disabilities Act and will provide reasonable accommodations to all with a documented disability. Testing accommodations will be reviewed on a case-by-case basis, and documentation of disability may be required.

The candidate must submit a written request to the training program where they wish to schedule their NAPSA examination, requesting reasonable accommodation at least 5 days prior to the candidate's testing date. Candidates are encouraged to submit accommodation requests as soon as they can. This allows time for the accommodations to be reviewed and additional documentation to be collected as needed.

Approved accommodations will be communicated to the training center and STE at least two business days prior to the testing date.

## **Grievances**

All grievances must be submitted in writing using RW-Education's official grievance form, available at RW-Education.com under the Resources tab. Candidates are expected to clearly describe the nature of their grievance and provide as much detail as possible.

Grievances must be submitted within 30 days of the candidate's exam date. Once received, the grievance will be reviewed and thoroughly investigated. Candidates will be notified of the outcome within 15 days of their grievance submission.

Depending on the nature of the grievance, the STE and/or training program may be asked to collaborate on the investigation.

Upon completion of the investigation, RW-Education will notify the candidate of the outcome via email. If the grievance is found to be in favor of the candidate, the candidate will be permitted to retest at no additional cost.

## Cancellations & Rescheduling

### Cancellations

NAPSA cancellations should occur rarely and only in the event of an unforeseeable circumstance. Training programs should provide candidates with as much notice as possible if the NAPSA examination is cancelled. Notifications of cancellations to candidates and scheduling of alternative testing days are to be managed by the training programs. Alternate testing dates should be provided to the scheduled candidates at the time of cancellation notice. Training programs must notify RW-Education via email at [reschedule@rw-education.com](mailto:reschedule@rw-education.com) when an NAPSA testing date is cancelled or rescheduled.

If no additional candidates are added to the newly scheduled testing date, training programs do **not** need RW-Education's approval to reschedule.

**Example:** If a snowstorm causes a testing day to be cancelled, but the STE and candidates are available to test the following day, the training program and STE may proceed with administering the NAPSA examination on the rescheduled date. While prior approval from RW-Education is not required in this case, the new testing date must still be reported to RW-Education for record-keeping purposes.

If some candidates are unable to attend the rescheduled testing day, the training program will coordinate with those candidates to arrange an alternative testing date. The training program must also report the new testing date to RW-Education.

Examples of examination cancellation justifications:

1. Severe weather
2. Training program closure
3. The minimum number of candidates scheduled for the test is not met. The minimum number of candidates is determined by the training program proctoring the skills examination. The minimum number of candidates for a testing day must be clearly specified by the training program.
4. STE cancellation
  - If an alternate STE is available, the training program may contact RW-Education's emergency/day-of-test phone number to have the candidates' scenarios transferred to the alternate STE.

### Exam absences and rescheduling

Each training program offering the skills examination must determine a candidate reschedule policy that includes required notice, refund policy and approved absences. STEs are required to mark the candidate's absence in the RW-Education APP if an absence occurs.

If a candidate needs to reschedule their testing date, the training program must notify RW-Education via email at [reschedule@rw-education.com](mailto:reschedule@rw-education.com), providing the candidate's new testing date along with the STE information for that day.

## Proctoring the NAPSA Examination

### Skills Test Evaluator (STE) Qualifications

The Skills Test Evaluator must submit an application and be approved by RW-Education Group for the STE role. Approved STEs will need to complete a training course prior to serving in the STE role and complete biannual continuing education.

Requirements and Qualifications for Skills Test Evaluator (STE):

1. The STE will hold an active, unencumbered professional nursing license.
2. The STE will have at least one (1) year of nursing experience in caring for the elderly and/or chronically ill of any age.
3. Have completed a course in teaching adults (e.g., Train the Trainer) or have documented experience in teaching adults or have one (1) year of experience in managing nurse aides.
4. The STE should not complete a skills exam for any candidate if the STE was also the candidate's primary instructor during their nurse aide program training, or has any other personal connection/relationship with that candidate\*\*If the primary instructor is the **ONLY** STE available special approval will need to be obtained from RW-Education prior to conducting the exam.

### NAPSA APP:

STEs are required to download the RW-Education application and create an account. STEs can download the application to their personal device or a device provided by the training program.

The STE will use the NAPSA application to collect candidate information, sign consents, evaluate the candidate, and submit the evaluation for scoring. Each candidate's information who will be testing with that STE on that testing date will be available in the STE's account. Each candidate's profile will have their randomly selected scenario available for evaluation.

If the randomly selected scenario is not appropriate for the candidate, the evaluator can request an alternate random scenario. Some examples include:

- The scenario requires a mock client, but none is available.

- The mock client is not appropriate to serve in that role, given the information provided in the mock client questionnaire.

## Pre-Examination:

1. The STE will:
  - a. Show candidates to the skill examination waiting area, where all candidates will wait to be tested. The waiting area must be out of view of the skills examination room.
  - b. The "Day of" NAPSA Examination information sheet shall be accessible to each candidate awaiting the test.
  - c. Show candidates where the restroom and drinking fountain are located.
  - d. Have all candidates complete the mock patient questionnaire
2. Check in all candidates and document proper identification reviewed.
  - a. Candidates must provide two (2) forms of official identification with signatures. One form of identification must include a photo.
    - All forms of identification must be original; photocopies will not be accepted. Documentation cannot be expired.
    - List of approved identification examples:
      1. Government-issued photo identification
      2. Alien registration card
      3. Passport
      4. State-issued identification card
      5. Signed credit card
      6. Social security card
      7. Driver's License

\*\*If the candidate does not provide sufficient identification documentation, they will not be allowed to take the NAPSA, and the examination fee may not be refunded.

1. will be given the opportunity to orient themselves to the testing area. The STE shall demonstrate the proper use of the equipment in the testing environment, if needed.
2. Candidates will be given the opportunity to ask clarifying questions about the skills examination process, equipment, and expectations, not to exceed five (5) minutes.

## NAPSA examination: with the use of a mock client

1. The STE shall determine each candidate's eligibility as a mock client using the completed mock client questionnaire.
2. Candidates are tested independently, but the second candidate may be in the testing area if serving as a mock client.
3. The mock client should be taken into the examination area before the candidate completes the skills examination. The STE is required to orient the mock client on their role during the skills examination, including reasons for dismissal from the testing area. \*See mock client section

4. After the mock client is oriented to the testing area and clear on their role, the testing candidate should be brought from the waiting area to the testing area to start the examination.
5. The testing candidate must be provided with the Candidate Scenario Sheet for the assigned scenario number and may keep it with them for the duration of the scenario. The scenario must be completed within the 30-minute time limit.
6. The STE shall provide the testing candidate with the recording document if needed.
7. The STE shall read the scripted information to the testing candidate.

## **NAPSA examination: with the use of a manikin client**

1. The training programs offering the skills examination will have both male and female manikins available for testing.
2. Before the candidate is taken into the examination area, the STE will ensure the correct manikin is set up appropriately for the randomly selected scenario (example: catheter is inserted, brief is applied, catheter drainage bag is filled with mock urine)
3. The testing candidate must be provided with the Candidate Scenario Sheet for the assigned scenario number and may keep it with them for the duration of the scenario. The scenario must be completed within the 30-minute time limit.
4. The STE shall provide the testing candidate with the recording document if needed.
5. The STE shall read the scripted information to the testing candidate.

## **NAPSA Examination Scoring System**

1. Each skill in the patient scenario will be worth a specific number of points. Some skill steps are worth more points than others, depending on their importance. Client safety and infection prevention are worth more points compared to steps that would have little or no impact on the client and their safety.
2. Some scenarios also contain critical safety steps, identified as **\*\*bolded, stared, and underlined\*\*** steps. Candidates must successfully complete each critical safety step in order to pass the NAPSA Examination.
3. The STE does not score the skills examination and cannot provide the candidate with details of the results.
4. The STE will mark “yes” or “no” in the NAPSA application for each step in the scenario. At the end of the scenario, the STE will be prompted to take a photo of the recording sheet, if used, so it can be included in the examination record. The STE can return to the scenario to change their response if needed until the examination has been submitted. Once the examination has been submitted, no changes can be made.
5. The examination is scored by RW-Education, and results will be communicated to the candidate within two (2) business days.

## **NAPSA Examination Integrity**

All testing materials must be securely stored in a locked location to maintain the integrity of the skills examination. Candidate records will remain confidential at all times. Candidates and mock clients are strictly prohibited from removing any test materials from the testing area.

# Cost of NAPSA Examination

A \$55 examination fee per candidate is required for each NAPSA examination attempt and must be paid directly to RW-Education. Training programs may also charge an additional fee at their discretion to cover costs associated with proctoring the exam, including the STEs' time, supplies, and equipment usage.

## Payment Collection Process:

Payments are made in the candidates' RW-Education account through a secure payment system. Payment must be made at least two (2) business days before the candidate's scheduled NAPSA examination date.

Training centers can purchase vouchers to cover the examination cost through the RW-Education account or by emailing [vouchers@rw-education.com](mailto:vouchers@rw-education.com). Vouchers will be applied to the designated candidates' accounts after payment is received from the training program.

## Refund Policy:

NAPSA Examination fees are not refundable. Candidates may be issued a voucher to retake the examination at no cost if extenuating circumstances prevented them from completing it as scheduled, or if a submitted grievance is upheld in their favor.

# NAPSA List of Testable Skills

The skills below can be completed independently or in combination with other skills. The individual skill and associated steps are listed below. Each skill breakdown includes a list of required supplies to complete the skill, the steps, critical safety steps, definitions, the setting in which the skill is being completed, and notes for the individual evaluating the skill in a lab or practice setting.

The skills below are included in the NAPSA examination. 3-5 skills are combined into a patient scenario. This is NOT a comprehensive list of skills required in the nurse aide curriculum. Training programs must include all training requirements listed in 3 CCR 716-1, Chapter 11.

1. Handwashing using soap and water
2. Assist client to transfer from the bed to a wheelchair
3. Assist client to ambulate
4. Assist client to reposition on their side
5. Assist client who has an affected arm to put on a shirt
6. Change bed that is occupied with client
7. Assist client with a meal
8. Assist client with mouth care
9. Measure client's respiration rate

10. Measure client's pulse rate
11. Measure client's blood pressure using electric blood pressure monitor
12. Measure urinary output from bed pan or catheter drainage bag
13. Provide perineal care on a male or female client
14. Apply a knee-high compression stocking on client
15. Clean client's denture
16. Change clients brief after an incontinence occurrence
17. Provide catheter care on a male or female client
18. Provide a bed bath on client
19. Assist client to use a bed pan
20. Apply and remove personal protective equipment

The skill steps outlined in this handbook are intended solely for testing during the NAPSA examination. The steps provided for each skill do not represent comprehensive care or the full scope of best practices used in real care settings.

When delivering actual client care, you should follow the skill steps taught in your nursing assistant textbook and training program as the foundation for the care you provide. Different healthcare facilities have a variety of policies, procedures, processes, and equipment that can influence how you deliver client care.

## Contacts

**Contact RW-Education** with any questions or concerns about the NAPSA Examination at:  
info@rw-education.com

**Contact Colorado State Board of Nursing to:**

- Clarify information about the Registry (certification)
- Obtain information regarding endorsement from other states
- Obtain information on continued certification on the Registry (renewal)
- Apply online for certification by endorsement or reinstatement at:  
<https://dpo.colorado.gov/Nursing/CNAApplications>
- To apply for certification by endorsement or reinstatement, if expired less than 2 years; or to obtain a paper application use eligibility route E8, but you may reach out to DORA for information on the requirements.
- Change your current address or name after certification
- Apply for certification after surrender or revocation

**Colorado State Board of Nursing**

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(Mountain Standard Time)