

# NURSE AIDE PRACTICAL SKILLS ASSESSMENT

## CANDIDATE 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 to help you sign up, prepare for, and successfully complete the examination. Please read this handbook carefully before your examination date.

### 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.
  - 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.

## Registration and Scheduling

To register for the examination, you must have completed an approved Colorado nurse aide training program. After completing the training program, the training program will submit a roster of candidates who have completed the required training hours. When RW-Education Group receives the roster, candidates will receive an email with a form to complete and a payment link for the examination fee.

## Cancellations

NAPSA cancellations should occur rarely and only in the event of an unforeseeable circumstance. Training centers should provide candidates with as much notice as possible if the NAPSA is cancelled.

If a NAPSA examination is cancelled by the training program due to unforeseeable circumstances, alternate testing dates should be provided to the scheduled candidates. If the candidate is unable to attend any alternative testing dates provided by the training program, the candidate will receive a refund of the examination fees paid to RW Education Group.

Training programs are responsible for notifying candidates of cancellations and offering alternative testing days.

Examples of examination cancellation justifications:

- Severe weather
- Training program closure
- 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.

## Examination Day

On the day of the examination, be sure to:

- **Arrive early:** Allow ample time to travel to the examination site and complete the check-in process.
- **Bring required documents:** 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:
    - a. Government issued photo identification
    - b. Alien registration card
    - c. Passport
    - d. State-issued identification card
    - e. Signed credit card
    - f. Social security card
    - g. 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.
- Please turn off and securely store your cell phone, smart watch, and any other personal items before the test begins.
- After receiving your scenario, you must remain in the testing area until the examination is fully completed.
- The client in your scenario may be either a mock client or a manikin. This will be clearly communicated to you when you receive your scenario.
- If your scenario involves a mock client, they are not allowed to provide any hints or cues. Doing so may result in the examination being invalidated or in both the mock client and the testing candidate failing.
- Once your scenario is provided, you will have continuous access to both the scenario and the associated skill list throughout the examination. You are encouraged to reference them as needed.
- Hand hygiene must be physically performed only during the designated hand hygiene skill. For all other appropriate moments of hand hygiene, you may either verbalize the action or use hand sanitizer.
- Please use and dispose of supplies as required by skill. There is no need to ration supplies. These scenarios are designed to reflect real-world health care settings, so approach them as you would in actual practice.

- When documenting urinary output, you must include the unit of measurement (mL/cc) along with the numerical value in order to receive credit for an accurate recording.
- **Every step must be physically completed to receive credit.** Simply stating what you would do is not sufficient. You are encouraged to verbalize while demonstrating, as this can help clarify your actions.\*\* This does not apply to hand hygiene as discussed above
- If you make a mistake or forget a step, you can correct it before your scenario is completed. Inform the STE that you would like to make a correction. Be sure to indicate when the step should have occurred, and the STE may ask you to demonstrate the step.
- The STE can answer questions you have regarding supplies or provide clarifications about your scenario. The STE will determine whether they can answer your specific questions.
- The STE's role is to record whether each step was completed correctly. They do not know your overall pass or fail status. Your test results will be emailed to you within 48 hours after you finish your 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.

## 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](mailto: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**

1560 Broadway, Suite 1350 Denver, CO 80202

Email: [dora\\_nursingboard@state.co.us](mailto:dora_nursingboard@state.co.us)

Phone: (303) 894-2430

Monday - Friday 8:00 a.m. – 5:00 p.m.

(Mountain Standard Time)