

Full Client Name	State of New Jersey Department of Health
Acronym	NJDOH
File Type	PSI Approves
ID Type	SSN
Address	PO Box 360, Trenton, NJ 08625-0360
Telephone	Any questions for the state should be sent to ext. 6785 - the PSI Regional Processing Office. DO NOT direct candidates to the state.
Fax	(609) 633-9087
Web address	//www.nj.gov/health/
PSI Candidate Service #	(855) 898-0718
Exam Titles/Testing Time/# of items/Passing score	<ul style="list-style-type: none"> •NJ Assisted Living Administrator (ALA)/120 minutes/100 items/passing score 75% •NJ Assisted Living Certified Medication Aide (CMA)/90 minutes/68 items/passing score 78% •NJ Certified Nurse Aide (CNA Oral - English/90 minutes/60 items/passing score 75% •NJ Certified Nurse Aide (CNA) Oral - Spanish/90 minutes/60 items/passing score 75% •NJ Certified Nurse Aide (CNA) Written - English/90 minutes/60 items/passing score 75%
Pretest Items	N/A
Exam Type	NJ Department of Health (Nurse Aide)
Notes	<p>Please make note of the following as it pertains to New Jersey Nurse Aide calls.</p> <ul style="list-style-type: none"> •All licensing or eligibility questions should be forwarded to PSI Regional Processing Office 877-774-4243. Do not direct CDs to the state for any reason. •If you receive a call from a candidate that would like to Schedule an examination you should look for their information in Atlas using either their name or social. If you are unable to locate them and they say that they have already applied please send an email to csrnjna with their name, social and exam type and we will contact them back. •If you receive a call from a candidate and they say that they are calling for information on certification or renewals and you are not in the NJ NA queue you should transfer the candidate to ext 6785, the PSI Regional Processing Office. •PSI does not administer the SKILLS portions (aka practical), we only administer the WRITTEN. When a candidate calls to schedule their written, please be sure that the scores from their SKILLS have been posted. If not, ask them to try back later.
	<p>CNA:</p> <ol style="list-style-type: none"> 1. The CD's file will be imported as Pending payment status but the candidate will not be approved until all required documentation is received. 2. Once the candidate is approved to test for the written exam; HRO will apply the payment from the CD's education provider, proof of eligibility box will be marked off and the status will change to Registration approved. 3. CSR can charge any Written exam retake payments. <p>Note: <u>Do not charge</u> payments if the status is pending payment or proof of eligibility is not marked off.</p>
Oral and Spanish Examinations	<ul style="list-style-type: none"> • CDs don't need approval for Oral exams or to submit any additional documentation • You must take manual payment for the difference of the exam fee (additional fee is \$14.00) for the Oral (headphones). Exam is not to be confused with a request for a reader (live person to read) • Email estech (njhro@psionline.com) to apply the skill portion to the new exam with the new language.
Splitting Portions	Allowed
Application Processing	Processing done at Hamilton Regional office
Processing Time	24 to 48 hours from receipt of application via mail
Application Processor	njhro@psionline.com
Name/Address Changes	CSR can make minor changes. Changes due to divorce/marriage/naturalization - CD must send supporting documentation for Application Processor to enter. (Example: Divorce Decree for divorce, Marriage License for marriage)
Languages Available	See exam Titles
Eligibility Criteria	<p>For new C NAs / MAs the CDs must have their application and fee sent in from the school (to HRO) that we input into ATAS in the HRO before they can schedule to test (The CNAs must pass a SKILLS exam GIVEN BY THE STATE, BEFORE they can sit for the CNA Theory exam that is administered by PSI).</p> <p>There are also waivers, Reciprocity, etc. that are handled in the HRO.</p> <p>CNA Recerts are done at a select number of PSI test sites on either/or Mondays and Wednesday.</p>

Eligibility Period	You have two (2) years from the date you complete the training program to take and pass both the Skills and Written/Oral examinations. However, once you start the examination process (Skills), you will have one (1) year from your first examination attempt to pass both examinations . If you are not able to pass all necessary examinations, you will be required to re-start the entire process.
Payment Payable to	PSI
Fee	Assisted Living Administration \$53 Medication Aide \$53 NJ Certified Nurse Aide Oral - English \$67 NJ Certified Nurse Aide Written - English \$53
Payment Type	Pay by credit card, money order, company check or cashier's check. Cash and personal checks are not accepted.
Reschedule Rules	You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two days prior to the scheduled examination date.
ADA/Exam Accommodation Approval	Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the Special Arrangement Request Form at the end of the Candidate Information Bulletin and fax to PSI (702) 932-2666. You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following: <ul style="list-style-type: none"> • Description of the disability and limitations related to testing • Recommended accommodation/modification • Name, title and telephone number of the medical authority or specialist • Original signature of the medical authority or specialist
Out of State Testing	Not allowed
Paper/Pencil	Yes
Bring to test center	You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.
Open Book Exam	No
Calculator Allowed	No
Reference Materials Given at Site	None
Passing Score	See exam Titles
Cut score	N/A
Veteran's Preference Points	N/A
Score reports	Your Examination result will be given to you immediately following completion of the examination The following summary describes the score reporting process for the Written Examination: - On paper – <u>an official score report will be printed at the examination site</u> . - If you pass , you will immediately receive a successful notification. - If you do not pass , you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report. If you pass the Written (or Oral) Examination and have met all NJDOH requirements, including the CBI requirement, you will receive a nurse aide certificate at the test site on the day of your examination. If you pass the Written (or Oral) Examination and have NOT completed the CBI process, your photograph will be taken and you can notify PSI upon successful completion of the CBI process. The certificate is valid for twenty-four (24) months from the date you pass the Written (or Oral) Examination. Please see the re-certification process section in this Candidate Information Bulletin. Your score will NOT be sent electronically to the state.
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 expedited fee (2 - 3 business days)
Fingerprint Info	All applicants for certification as a nurse aide/personal care assistant in New Jersey MUST complete a Criminal Background Investigation (CBI) application and a fingerprint appointment. Failure to complete these two requirements will result in disqualification from certification. For information on official regulations and guidelines; NA/PCA certification and recertification process; and/or <u>Criminal History Background Checks</u> , have CD contact: New Jersey Department of Health
Licensing instructions	For information on official regulations and guidelines; NA/PCA certification and recertification process; and/or Criminal History Background Checks, have CD contact: New Jersey Department of Health

Retest fee	Assisted Living Administration \$53 Medication Aide \$53 NJ Certified Nurse Aide Oral - English \$67 NJ Certified Nurse Aide Written - English \$53
Retest procedure	For CALA <ul style="list-style-type: none"> ▪ If you do NOT pass the examination within twenty four (24) months of completion of your training program, you will be required to retrain ▪ If you fail the examination two (2) times, you must retake an assisted living training program approved by the NJDOH, schedule a new reservation for the exam, and submit a new fee. For CMA <ul style="list-style-type: none"> ▪ If you do NOT pass the examination within six (6) months of completion of your training program, you will be required to retrain ▪ If you fail the examination three (3) times, you must retake a medication aide training program approved by the NJDHSS, schedule a new reservation for the exam, and submit a new fee.
Exam review	While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.
Practice Exams Offered	Yes - online at www.psiexams.com . You may take the practice exams an unlimited number of times: you will need to pay each time.
Support modes	N/A
Support email	examschedule@psionline.com
Email Response Time	Up to 48 hrs
Scheduling modes	Phone, PSI website
Information Links	State of New Jersey Department of Health Click here for the New Jersey Nurse Aide FAQs
Created Date	4/18/2019
Modified Date	10/7/2020 rp