

December 20, 2016

Dear Nurse Aide In Facility Testing Site:

Pearson VUE has recently announced changes regarding the management of Nurse Aide testing processes in your state. As a result, starting April 22, 2017 NACES will no longer manage the testing sites and evaluators. Pearson VUE will continue to deliver the NNAAP exam and will be responsible for test site recruitment and contracting functions. We expect to start taking registrations in March, 2017 for appointments starting in mid-April, 2017 under this new model.

We consider our testing sites a key component of the positive candidate experience and will continue to use facilities like yours to deliver exams. We are planning to make some changes to the processes for in facility centers, so we're taking this opportunity to outline the process for requesting testing events – this will cover any test events scheduled for mid-April and beyond.

1. In facility staff will be given access to a scheduling tool (Conductor) where any event requests should be initiated. You should designate a site administrator who will be responsible for requesting all future test dates. Please send the first name, last name and email address for your site administrator to [pearsonvuenurseaide@pearson.com](mailto:pearsonvuenurseaide@pearson.com) so we can get you set up in the system and invite you to a training session in February.
2. Event date requests must be a minimum of 45 calendar days out at the time of request. You will request 3 possible dates. You will be notified 3 weeks in advance of the date that has been accepted.
3. Test events must have a minimum of 5 candidates (written and skills tests required) registered 10 calendar days before the test event or it will be cancelled.

Also, please note that we are recruiting for additional Regional Test Sites in certain areas. Please let us know if you would like your site to be considered as a new Regional Test Site.

If you have any questions about the program going forward, please contact our team at [pearsonvuenurseaide@pearson.com](mailto:pearsonvuenurseaide@pearson.com). We will respond promptly to inquiries.

We look forward to working with you in 2017 and beyond.

Sincerely,



**Paula Sisneros**  
Director of Program Management, Regulatory