

Memo

To: Georgia Nurse Aide Training Programs (NATP)
From: Alliant GMCF Nurse Aide Program
Date: April 8, 2015
Re: NATP workshop Frequently Asked Questions (FAQs)

Q. Can nurse aide training programs submit Americans with Disabilities Act (ADA) requests before mailing the Georgia Application for Registration by Competency examination to NACES?

A. Yes. Programs should submit ADA request with required documentation to NACES before submitting competency application. Follow steps below:

1. The applicant or the Program representative sends in request.
2. The request is noted in the applicants NACES record.
3. **When sending in the applications the Training Programs are to include, in the roster submitted for testing, which candidates have ADA requests that have been submitted previously (they are also to mark the accommodations request in their application).**
4. **Once the ADA request is approved, NACES will contact the candidate to inform the candidate which accommodation were approved and schedule the test date.**

Q. Are hyphens in legal last names required on all Government Issued IDs and Social Security Cards?

A. If the last name has a hyphen, the hyphen should appear on the ID and Social Security Card **but** if the only punctuation/character missing is the hyphen (-), NACES will accept ID and Social Security Card without the hyphen. The full name must match exactly as listed on the ID and Social Security Card. (spelling of full name must be the same)

Q. What are some of the reasons a testing application may not get processed by NACES?

A. Review some of the reasons below:

- Name on social security card and photo ID are different

- Fees are missing or incorrect fee submitted
- Training program completion certificate missing
- Wrong Eligibility Route selected
- Wrong training program code
- Candidate's signature/date missing

In-facility testing applications should not have deficiencies, because the nurse aide program is responsible for submitting applications to NACES. All applications submitted should have all the required documents and the candidate's name must match on social security card and photo ID. NACES must have time to process the original application and also additional time to process noted deficiencies. The program must allow additional time for NACES to process the requested information, which means the candidate may not test on the scheduled In-facility test date. **PLEASE** make sure all testing applications include all the correct documents.

Thank you,

Alliant GMCF Nurse Aide Team