

Onboarding Steps and Requirements to Become a Nurse Aide Evaluator (NAE)

Requirements to Be a Nurse Aide Evaluator

1. Registered nurses who meet the OBRA 1987-1989 standards of having at least one year of experience caring for the elderly or chronically ill of any age may apply to become a Nurse Aide Evaluator (NAE).
2. RN Nurse Aide Evaluators must have a current nursing license in good standing which has been active for a minimum of one year.
3. Prior to administrating the NNAAP® Examination, the RN will be required to complete orientation which may include a workshop and candidate testing events working with an experienced Credentia Nurse Aide Evaluator. The RN must successfully complete the orientation process to become an active Nurse Aide Evaluator.
4. This is a part time position; however, Evaluators must have a willingness to provide nurse aide test evaluation services at least once per month.
5. They must carry automobile liability insurance
6. There must be a testing need in your area -- if not a current need we will keep you on our list to reach out if availability opens.

First Phase of Onboarding

1. Submit application (<https://app.myconductor.com/forms/register.aspx>) and completed Work Verification Form
2. Interview and Information Session
3. Offer Letter
4. Completion of new hire documentation
5. Receive Evaluator Testing Kit and other exam supplies

Second Phase of Onboarding – eLearning Online Trainings

1. The eLearning Center is an online system that includes educational courses covering information that Nurse Aide Evaluators (NAEs) need to successfully perform their job responsibilities. The result of nearly a year of planning and development, the eLearning Center represents a critical component of our commitment to a common set of efficient and high-quality Nurse Aide Assessment Program (NNAAP) compliant testing practices applied to every test event in every state. There are multiple courses in the eLearning Center that all existing NAEs and all new NAEs will be required to complete:
 - **Credentia Evaluator Training** – Courses that cover Credentia processes and systems for administering NNAAP exams such as the NAE onboarding process, using internal systems, preparing for exam day, completing an event report, returning test materials, and more



Credentia

- **NNAAP Examination Instruction Manual Training** – Courses that review all key material contained in the NNAAP Examination Instruction Manual
- **Skills Evaluation Training** – Courses for each of the Skills and their Best Practice Scoring Cards as detailed in the NNAAP Examination Instruction Manual
- **COVID 19 Modifications, SCORE App, and any other ACTIVE eLearning module(s) currently assigned to you.**

There is a test at the end of each course ranging from 5-15 questions and a passing score of at least 80% is needed for successful course completion. Use of training materials is encouraged for these tests and up to three (3) attempts are allowed per test to achieve a passing score.

Third Phase of Onboarding – Onsite Trainings at Live Exams with an Experienced Evaluator

Team Event(s):

- New NAE will observe and/or score along with the Experienced NAE. ***The final score for the candidate is based on the Experienced NAE's scoring.*** The Experienced NAE will discuss the results of scoring for each candidate dual scored and use discrepancies to teach proper interpretation of skills.