Heartland Community College CNA Recertification Checklist
for the 21 Manual Skills

1. Contact the Illinois Health Care Worker Registry (IHCWR) at (217) 785-5133 to confirm eligibility for recertification and request an authorization form to request a LiveScan form. The authorization form can be mailed or fax to the number on the form sent to you by the state. Once the state receives the authorization they will mail you a LiveScan form (If you have not had your background completed for the IHCWR since 2009, this is mandatory).

2. Once your LiveScan documentation is obtained take it to one of the Illinois vendors and allow them to do the electronic background check. You must speak with Patty Omahana by calling (309) 268-8765 to confirm completion of the FEE_AP background and you can register.

3. After successfully completing the FEE_AP background, Patty will call Community Education and allow you into the Skills Review. You will register then for the Skills Review and 21 Manual Skills Recertification course through HCC’s Community Education Department by calling (309) 268-8160.

4. Attend the Skills Review Class. This is a three-hour mandatory review of the 21 Manual Skills.

5. Review the 21 Manual Skills information including the beginning and completion tasks. There are video clip examples online at www.nurseaidetesting.com under “Performance Skills Videos” to help you review.

6. Attend the 3-hour CNA Recertification class at Heartland Community College. Dress comfortably (jeans or scrubs are preferable) and bring a pen for writing information as well as the packet sent to you by IHCWR—no other materials or equipment is necessary. During the class you will:
   a. Be tested on the following skills: vital signs (temperature, pulse, respirations, and blood pressure), height, weight, intake and output, making an occupied bed, ambulating with a gait belt, and (potentially) mechanical lift. There will be time to practice these skills and ask questions before you test.
   b. Complete necessary paperwork which is provided by Heartland Community College.
   c. Schedule a date and time to complete your testing on the remaining skills at an approved nursing home with the instructor. You will need to allow 3 hours minimum to complete testing.

7. Complete skills testing with your instructor at the nursing home as scheduled. You must wear scrubs. Instructors will send completed paperwork to IHCWR upon completion of the skills testing. A copy will be mailed to you for your records.

8. You will receive (in the mail) an application from the Illinois Nurse Assistant/Training Competency Evaluation Program. This document allows you to take the Illinois Nurse Aide Competency Test. Make a copy for your records before you mail it. You will be charged $65 for the application to take the test (money orders are accepted).

9. After you receive confirmation (in the mail) of schedule test date, time and location, you need to be prepared for the written test. You may also check online at www.nurseaidetesting.com under “Exam Schedule Status” to verify your registration.

10. You will take the Illinois Nurse Aide Competency Test on the scheduled date and time. A valid, government-issued photo ID must be provided at the time of testing.

11. You should receive pass/fail notification after approximately two weeks from the date of testing.

12. Please contact Patty Omahana at (309) 268-8765 or email patty.omahana@heartland.edu with any questions about this process. This is a Basic Nurse Assistant Training Program (BNATP).