



**URGENT NOTICE
PLEASE READ - DO NOT DISCARD**

Dear Nursing Assistant Training Program Coordinator:

Effective August 1, 2010, the State of Florida passed legislation that will affect ALL candidates being tested and certified. **ALL candidates, regardless of how long they have been a resident of Florida, will be required to complete and pass an FBI background check (including fingerprints)** before eligibility to take the certification exam can be determined by the Florida Board of Nursing.

400.215 Personnel screening requirement.—

(1) The agency shall require level 2 background screening for personnel as required in s. 408.809(1)(e) pursuant to chapter 435 and s. 408.809.

As a result of these new regulations, there will be **significant changes to the application and scheduling process**, including fee increases and a longer timeline for completing the certification process. At a high level, the new process is as follows:

1. Candidate/Training Program submits completed application with all required fees to Prometric.
2. Prometric sends candidate a “fingerprint authorization” letter.
3. Candidate schedules a fingerprint appointment and gets fingerprinted electronically (authorization letter required at fingerprinting site).
4. Florida Board of Nursing determines candidate’s eligibility to test based on results of FBI background screening and informs Prometric.
5. Prometric schedules eligible candidates and sends out “admission ticket” for testing.
6. Candidate takes the test. If the candidate passes both exams, he/she is placed on the FL Nursing Assistant Registry. If the candidate fails one or both of the exams, the process starts over at step 1.

On or after August 4, 2010 please go to www.prometric.com/nurseaide/fl to download an updated Candidate Information Bulletin, which includes a new application form and additional information. **Any old applications received after 7/31/2010 will be returned to the candidate (for Regional testing) or training program (for In-Facility testing) for correction, resulting in delays for the candidate.** The new Candidate Information Bulletin also includes information regarding other updates to the testing program, including a change in the length of the written exam (now 90 minutes), new security policies (Empty Your Pockets), and rescheduling procedures. Please review the Candidate Information Bulletin carefully with your students to avoid surprises on test day.

Sincerely,

Prometric Operations Management
1260 Energy Lane
St. Paul, MN 55108