

# D&S DIVERSIFIED TECHNOLOGIES

PO Box #418, FINDLAY, OH 45839-0418  
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PROVIDING STNA TESTING SOLUTIONS THROUGHOUT OHIO

## D&S Diversified Technologies OHIO TESTING AND REGISTRY APPLICATION 1101- Jan 2015

**Every portion of this application must be completed and testing fees must accompany this form. Incomplete applications or no testing fees included will result in the return of this application and delay test scheduling**

A completed Form 1402 OH MUST accompany this form. Please type or print.

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Are you a veteran, active duty or spouse of veteran:** yes or no \_\_\_ Veteran \_\_\_ Active Duty \_\_\_ Spouse

D&S DT requests that you voluntarily supply your social security number on this application. Your social security number will be used as a primary identifier to locate your records in our database and will be provided only to Ohio State agencies. Your name will be placed on the Ohio Department of Health STNA Registry after successful completion of a state approved competency evaluation test.

**Name:** \_\_\_\_\_  
Last First Middle Maiden/Former

**Home Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

**Home/Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Email Address:** \_\_\_\_\_  
Filling in your email address authorizes D&S DT to use email for your test confirmation notice and test results.

I hereby declare that the above supplied information is complete and accurate to the best of my knowledge and understand by signing this application **I will be scheduled for a test and responsible for all testing fees if I do not have an offer of employment. Further,** I will notify D&S DT immediately when any of the above supplied information changes. I also authorize a fax fee of \$5.00 charged to my credit card **if** I faxed my application into D&S. I also understand that if this is my first time testing that I must take both the written and skill test. If this is a re-take test I must re-test on the portion that I failed.. **I also understand that if this is my first time testing that I must take both the written and skill test. If this is a re-take test I must re-test on the portion that I failed. I understand that if I paid by credit card that my credit card will be billed for both the written and skill test or for the portion of the test that I failed plus the fax fee, express charges and overnight charges** if my application is received less than 10 days from my testing date excluding Sundays and Holidays.

**Please call the Findlay office if you don't get an Email OR regular Mail response within 5 days**

**Candidate Signature:** \_\_\_\_\_

**Candidate MUST sign (unsigned applications will be returned)**

**Gender:** Male Female Please circle the correct information: (optional)

### **CHECK THE TEST YOU ARE REQUESTING:**

- WRITTEN TEST  SKILL TEST  WRITTEN AND SKILL TEST  ADA (FORM 1404 MUST BE ATTACHED)  
 PAPER WRITTEN TEST  ELECTRONIC WRITTEN TEST IF AVAILABLE (Depending on Test Site)  
 WRITTEN ORAL TEST (Oral includes cassette tape- last 17 questions must be read without the aid of the cassette to assess reading comprehension)

### **Check off and complete with ONLY ONE of the following three (3) choices.**

1.  I have successfully completed an Ohio Department of Health approved Training and Competency Evaluation Program within the last two years. **Attach a copy of your completed TCE certificate. DO NOT complete BACKSIDE of this form.**  
Name of Training Program: \_\_\_\_\_ Training Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
2.  I am enrolled in an Ohio Board of Nursing approved pre-licensure program of nursing education or I am enrolled in a program of nursing education in another state. **Include a transcript from your school AND have your instructor complete the Nursing Student Training certificate of verification on the backside of this form** indicating your successful completion of courses that teach basic nursing skills including infection control, safety, emergency procedures, and personal care.
3.  I have the equivalent of twelve months or more of **full-time employment** within the preceding five years **as a hospital aide or orderly. Please have an authorized representative** of the hospital or hospitals where you worked **complete the Verification of Hospital Aide or Orderly Employment form on the backside of this form** verifying your work experience **and attach on company letter head total overall hours worked and full/part-time status**  
**Applications with Incomplete Program Information will be returned for completion.**

Are you currently employed as a Nurse Aide? **Yes – No** Employed since \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Circle) mm / dd / yyyy

Facility Name and Address

Facility Location (City, State and Zip)

**At:** \_\_\_\_\_

**\*\*Reschedules-** An individual may reschedule one time during the three attempt testing cycle to a new mutually agreed upon test date and site for no charge up to 24 hours from the actual testing time (excluding Sundays and holidays). Reschedules must occur **within 60 days** of the actual testing date. If reschedules are not made within the 60 days you will be charged a \$35 reschedule fee. Any further reschedules will be **charged at the rate of \$35** which must be paid before the reschedule can occur. **No refunds will be granted after 120 calendar days**

### **\*\*Cancellations-**

**Cancellations MUST be faxed or emailed, no phone calls will be accepted to qualify for a full refund minus a \$24 cancellation fee.** Cancellations or reschedules must be made 24 hours from the actual testing time (excluding Sundays and holidays). Any cancellations or reschedules less than 24 hours prior to the test will result in a NO SHOW STATUS FOR THE CANDIDATE. Candidate must submit a new application with payment to be scheduled. **No refunds will be granted after 120 calendar days.**

**No Shows-** If you are scheduled for your test and don't show up without notifying D&S DT at least 24 hours from the actual testing time (excluding Sundays and holidays) you will be considered a **NO SHOW** and **must submit a new application with all required fees to be scheduled for a new test date. No refunds will be granted after 120 calendar days. No show status candidates will have to reapply by submitting new forms 1101 OH and 1402 OH and repay the entire testing fee.** Please Note: If submitted forms are incomplete and/or the required documentation (TRAINING CERTIFICATE, NO SIGNATURE ON 1101 or PAYMENT is not included), this application will NOT BE ACCEPTED and will returned for completion. Our official date of receipt will not be recorded until we receive the correct information and testing fees.