

3701-18-26

**Scheduling and administration of the state-administered competency evaluation program.**

- (A) After the director or the director's designee receives all items required by the applicable provisions of rule 3701-18-24 of the Administrative Code for registration to take a component or components of the state-administered competency evaluation program at a test center, the director or designee shall notify the registrant of the time and place for the registrant to take the component or components and shall provide the registrant with a notification letter or a copy of an e-mail of the time and location of the test.
- (B) To take the examination or performance demonstration component of the state-administered competency evaluation program, the registrant shall present the following items, as applicable, at the testing site for that component:
- (1) A valid social security card and government issued picture identification card such as a ~~valid~~ driver's license or state identification card . If a registrant's religious beliefs prohibit the taking of his or her photograph, the registrant shall present the following items his or her social security card and birth certificate. The registrant shall provide supporting documentation if the names on the social security card, driver's license or birth certificate do not match.:
    - (a) ~~His or her social security card and most recent pay stub from a long term care facility; or~~
    - (b) ~~His or her social security card or birth certificate, if the registrant is not employed currently by a long term care facility;~~
  - (2) For either or both components of the competency evaluation program, if taken at a test center, the notification for admission to the examination that was provided by the director or the director's designee under paragraph (A) of this rule. Before administering the component or components at the test center, the director or designee shall request that each registrant sign in; and
  - (3) For either or both components, if taken in a long-term care facility, the registrant shall submit to the director or the designee the completed registration form and applicable documents required by rule 3701-18-24 of the Administrative Code.

Each registrant shall also bring to the test site two number two pencils, an eraser and, if desired, a non-programmable calculator, and his or her social security number. Registrants are not permitted to use the calculator function on a cellular phone.

- (C) An individual who has a hearing impairment, as certified by the director of nursing of the long-term care facility where the individual currently is working, or by the individual's personal physician if the individual is not working currently at a long-term care facility, may use an interpreter in taking the competency evaluation.

Effective: 08/01/2017

Five Year Review (FYR) Dates: 02/27/2017 and 02/15/2022

CERTIFIED ELECTRONICALLY

---

Certification

05/04/2017

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3721.28, 3721.29, 3721.30  
Rule Amplifies: 3721.33, 3721.34  
Prior Effective Dates: 8/31/1989 (Emer.), 12/1/89 (Emer.), 7/16/90 (Emer.),  
9/5/1993, 8/4/01, 11/1/10