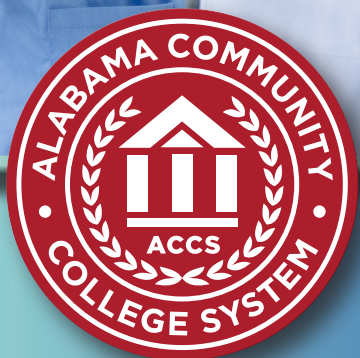




Alabama Nursing Support Technician - NST-C

Written Examination



Candidate Handbook
August 2024

It all STARTS here!

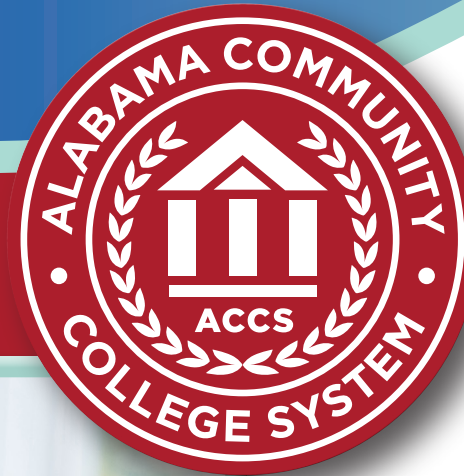


Table of Contents

Introduction	4
Eligibility	5
Application and Scheduling	6
Online Registration and Scheduling...	7
Accommodations.....	8
Cancellations and Rescheduling	9
Exam Day - Taking Your Exam.....	10
Proper Identification/ Security and Cheating	11
Testing Policies	12
The Written Exam	13
The 2024 Written Examination Content Outline	14
Sample Questions	15
Exam Results.....	16
The ABN Permit Process.....	17
Notes.....	18-19

Reviewing this handbook is a large step toward your success.

Introduction

This handbook is designed for candidates seeking a Nursing Support Technician - Certified (NST-C) permit in the state of Alabama. It describes the process of applying for and taking the NST-C Examination. Keep this handbook for future reference.

The Alabama Board of Nursing (ABN) has partnered with the Alabama Community College System (ACCS). The ACCS develops, schedules, administers, scores, and reports the results of the NST-C Examination required for the state of Alabama.

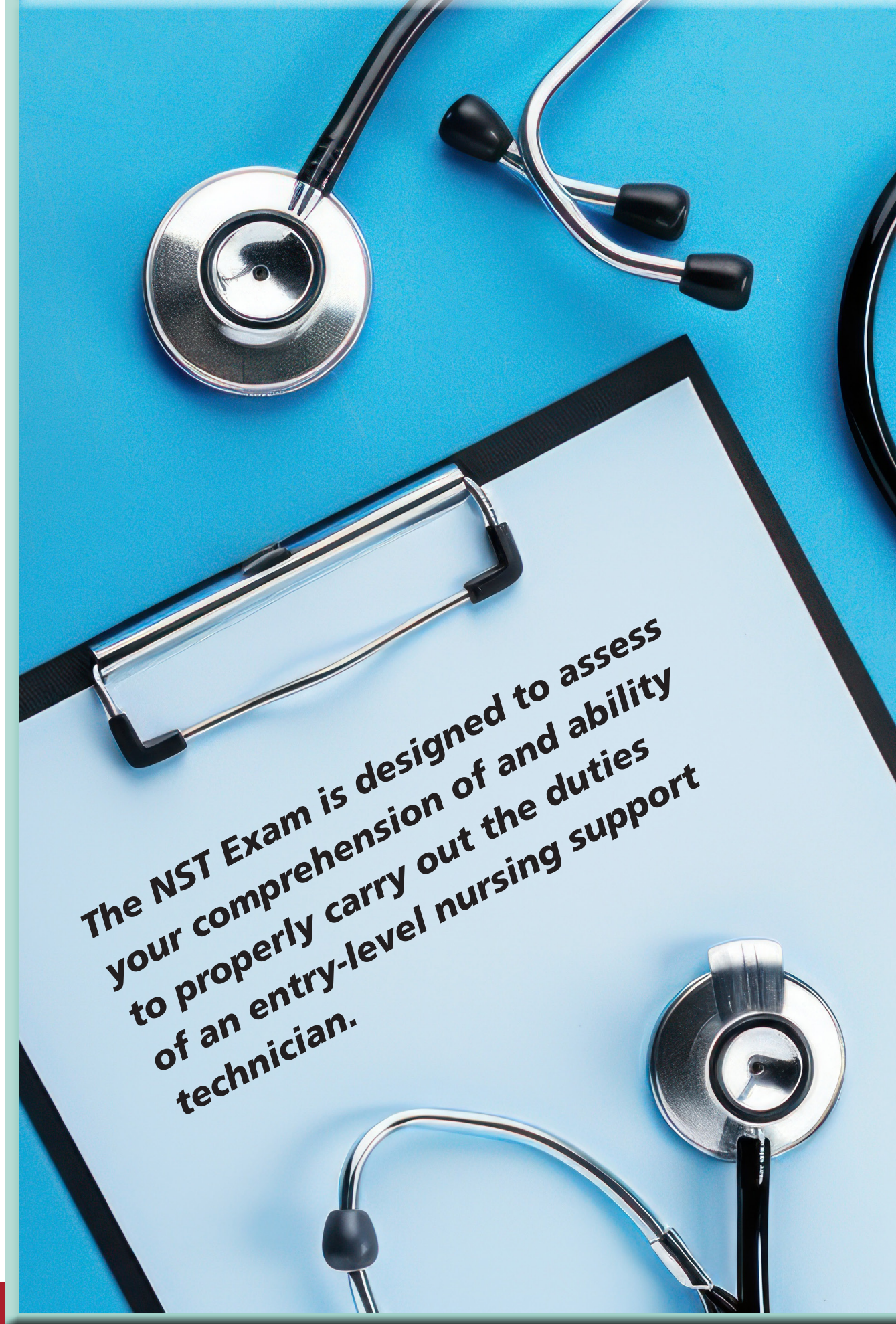
The Nursing Support Technician - Certified (NST-C) permit is an examination program designed to determine minimal competency to become an NST-C in your state. The NST-C exam was developed by the ACCS, which is the only authorized administrator of the NST-C in your state.

The NST Examination is an evaluation of nursing support technician-related knowledge and abilities. The NST Examination consists of a written examination. The purpose of the NST Examination is to test that you understand and can safely perform the job of an entry-level nursing support technician.

Exam Overview

You must pass the online written exam to receive your permit.

The written examination consists of seventy (70) multiple-choice questions written in English. Sample examination questions are provided in this handbook.



Eligibility

Guidelines have been established by the ABN to determine who is eligible to take the NST-C Examination. To be eligible, you must have completed a Nursing Support Technician training program approved by the ABN or you must have completed equivalent training through hospital based education or higher education, such as detailed components of an LPN or RN program approved by the Alabama Board of Nursing or US Armed Forces training equivalent to educational preparation for US Army Healthcare Specialist, US Navy Corpsman, or USAF Medical Technician, as determined by the Board according to the applicant's academic transcript validating educational preparation. You must take and pass your exam within 6 months of the completion of your training program.

Eligibility Routes

Route 1 - New Nursing Support Technician – Certified

Candidate has completed a state approved program approved by the ABN that substantially meets the required training outline by the ABN (e.g., Skills for Success Course by the ACCS) or a hospital-based training program that meets the ABN requirements. The hospital must provide attestation to the ABN related to the training and competency validation prior to authorization to test for the NST-C examination.

Route 2 - Other Trained Nursing Support Technician – Certified

ACCS for a Certified Nursing Assistant (CNA) or Patient Care Technician or a hospital based educational program that substantially meets the training and competency validation requirements. The hospital must provide attestation to the ABN related to the training and competency validation prior to authorization to test for the NST examination. Once approved for this route you will have three (3) attempts and six (6) months after your first attempt to pass your exam. Note: NST-Cs are not authorized to work in long-term care.

Application and Scheduling



Online Registration and Scheduling

After completing an ABN approved training course and applying for a permit on the ABN website, you will receive an authorization to test (ATT) letter for the NST-C examination. Your ATT letter will contain a QR code or website link to register for the examination at the ACCS college testing location you chose on the application.

Once you have registered and paid for the examination you will receive an email to create an @alabama.edu account. This @alabama.edu account is required for the test center to administer your examination. The NST-C application and testing information is available on the ABN website under Licensure.

For resources and additional instructions on how to submit your application to the ABN, please visit www.abn.alabama.gov/licensing/apply/special-permits/nursing-support-tech/.

Scheduling Your Exam

Once your online application has been approved, you will be able to schedule exams through the ACCS test centers.

You are responsible for scheduling your NST-C examination and skills validation checkoff through ACCS. If you need help or have any questions about the application process, contact the ABN at NST@abn.alabama.gov.



Exam Fees

Examination Type	Examination Fee
Written Examination - 1st Attempt	\$50

Payment is in the form of a credit card or pre-paid credit card (American Express, MasterCard, Visa). Fees are non-refundable and non-transferable once submitted.

You are responsible for scheduling your NST-C examination and skills validation checkoff through ACCS.

Once your online application has been approved, you will be able to schedule exams through the ACCS test centers.



Accommodations

ACCS complies with the provisions of the Americans with Disabilities Act, as amended. The purpose of accommodation is to provide candidates with full access to the test. Accommodation is not a guarantee of improved performance or test completion. ACCS provides reasonable and appropriate accommodation to individuals with documented disabilities who demonstrate a need for accommodation.

Test accommodations may include things like:

- Extra testing time.
- A Reader or Recorder for individuals with mobility, hearing, or vision difficulties who cannot read or write on their own.

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodation because of a disability must provide appropriate



documentation of their condition and how it is expected to affect their ability to take the test under standard conditions.

This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis.
- A description of past accommodation the candidate has received.

Cancellations and Rescheduling

Online written examinations must be canceled or rescheduled at least 48 hours before the scheduled examination time.

If you do not cancel or reschedule your examination within the required timeframes detailed and do not show up for your scheduled examination, you will be responsible for the examination fee. Your fee will not be refunded and cannot be transferred to a new examination date, and you may not give your examination date to another person.

Refunds

Once payment of exam fees is received, **NO REFUNDS WILL BE ISSUED.**

Absence Policy

Candidates who are late or absent from an exam may submit an excused absence via ABN notification within 14 calendar days of the exam date for the following reasons:

- Illness of yourself or a member of your household
- Death in the family
- Traffic accident or ticket
- Court appearance or jury duty
- Military duty
- Weather emergency
- Incarceration



Your request must include documentation or verification for the cause of the absence. For example, if you are absent because of jury duty, you must upload a copy of the court notice. In the case of illness, verification from a medical provider must be included in your request. Please note, a request takes approximately 3-5 business days to review. The decision of ABN to approve or deny the excused absence will be final.

Absences must be emailed to:
NST@abn.alabama.gov.

Exam Day

Taking Your Exam

What to do in the days before your online exam:

- Confirm your test date, time, and location of your ACCS testing center.
- Get your ID ready – you are required to have two (2) forms of official ID with a signature (one must be a photo identification). Photocopies of identification will NOT be accepted.

The name on your identification must be the same as the name you used on the application to register for the examination. If you do not bring proper identification, you will not be allowed to test, and your examination fee will not be refunded.

What to do on your online exam day:

Step 1: Arrive at the testing center early.

Step 2: Have your ID ready.

Have your government-issued photo ID with you (see list of proper identification on the next page).

Step 3: Go to the testing center and register to check in. You can begin the check-in process up to 30 minutes prior to your appointment.

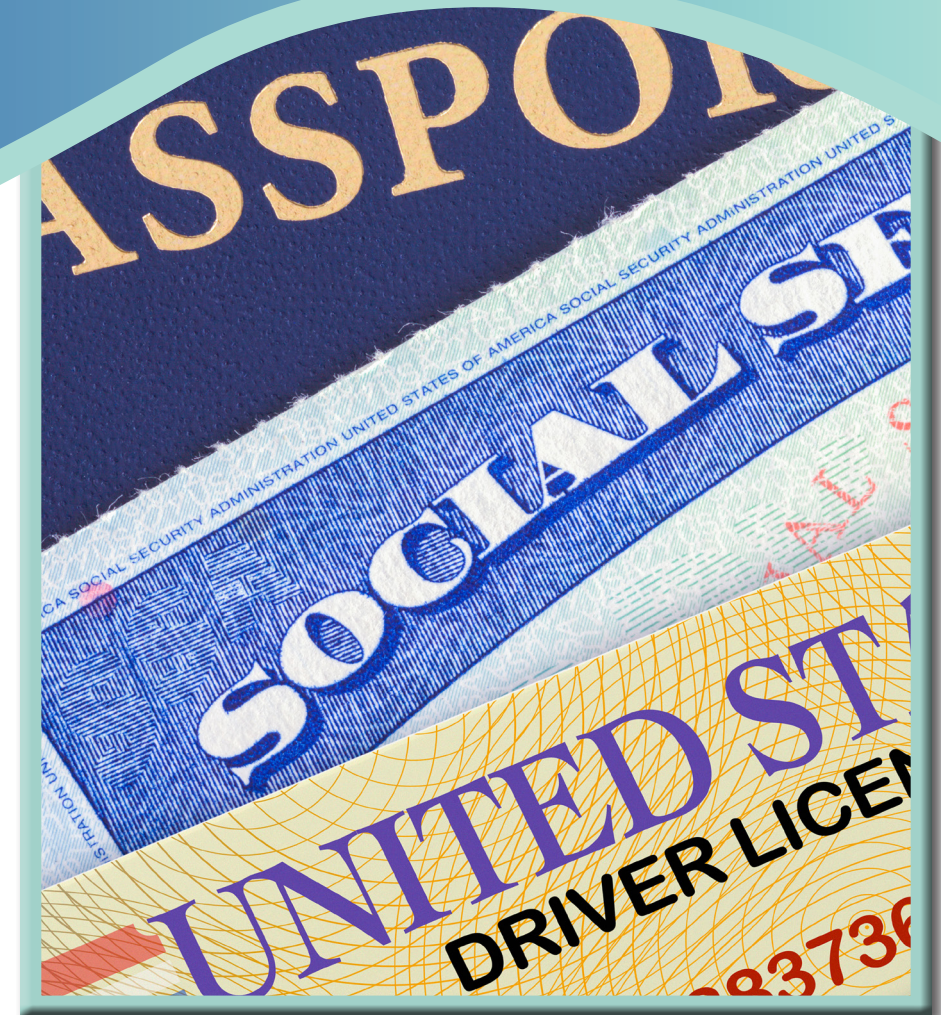
Proper Identification

You are required to bring two (2) forms of current, official state or federally issued forms of signature-bearing identification to the test site (one of which must be a photo identification). All identification must be current (not expired), and no birth certificates will be accepted. Photocopies of identification will NOT be accepted. Examples of proper identification include:

- Driver's license
- Signature Bearing Social Security card
- State-issued identification card
- Passport
- Alien registration card

The name on your identification must be the same as the name you used on the application to register for the examination.

If you do not bring proper identification, you will not be allowed to test, and your examination fee will not be refunded.



Security and Cheating

If you give help to or receive help from anyone during the NST examination, the examination will be stopped. The incident will be reported to the ABN for review, and your examination will not be scored (see Testing Policies).

Please note that all examination questions, each form of the examination, and all other examination materials are copyrighted by, the property of, or licensed to ACCS.

Consequently, any distribution of the examination content or materials through any form of reproduction or through oral or written communication is strictly prohibited and punishable by law.



Testing Policies

The following policies are observed at each test site.

Lateness

If you are late for your scheduled examination or do not bring all your required materials, you will NOT be allowed to test, and your examination fee will NOT be returned.

Electronic Devices

Cellular phones, beepers, or any other electronic devices are not permitted to be used.

Eating/Drinking/Smoking

You are not permitted to eat, drink, or smoke during the examination.

Misconduct

If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the examination and reported to the Alabama Board of Nursing's Decisions regarding disciplinary measures are the responsibility of that agency.

Guests/Visitors

No guests, visitors, pets, or children are allowed in the room during the exam.



The Written Examination



The Written Examination has seventy (70) multiple-choice questions. You will have two (2) hours to complete the Written Examination.

The 2024 Written Examination Content Outline

The NST content outline is based on the findings and recommendations of subject matter experts. The NST examination content outline will be effective October 2024.

The NST written examination is comprised of 70 multiple-choice items: 10 of these items are pilot (no scored) items on which only statistical information will be collected for potential inclusion in future exam versions.

You will have no way of identifying which questions are pilot versus which are graded items. Candidates are encouraged to answer every question to the best of their abilities.

CONTENT DOMAIN	2024 Content Outline	
	Weighting of Content Domain	Weighting of Content Domain
I. Physical Care Skills		
A. Activites of Daily Living	22%	13
1. Hygiene, Dressing and Grooming		
2. Nutrition and Hydration		
3. Eliminaiton		
4. Rest/Sleep/Comfort		
B. Basic Nursing Skills	35%	21
1. Infection Control		
2. Safety/Prevention/Emergency		
3. Technical Procedures		
4. Data Collection and Reporting		
C. Self Care/Independence	7%	4
II. Psychosocial Care Skills		
A. Emotional and Mental Health Needs	8%	5
B. Spiritual and Cultural Needs	2%	1
III. Role of the NST		
A. Communication	7%	4
B. Client Rights	8%	5
C. Legal and Ethical Behavior	5%	3
D. Member of the Health Care Team	6%	4
TOTAL:	100%	60

Sample Questions

The following questions are samples of the kinds of questions that you will find on the Written Examination. Check your answers to these questions in the box below.

1. The client’s call light should always be placed:

(A) on the bed
(B) within the client’s reach
(C) on the client’s right side
(D) over the side rail
2. Which of the following items is used in the prevention and treatment of bedsores or pressure sores?

(A) rubber sheet
(B) air mattress
(C) emesis basin
(D) restraint
3. When caring for a dying client, the NST should:

(A) keep the client’s room dark and quiet
(B) allow the client to express his feelings
(C) change the subject if client talks about death
(D) contact the client’s minister, priest, or rabbi
4. What does the abbreviation ADL mean?

(A) Ad Lib
(B) As Doctor Likes
(C) Activities of Daily Living
(D) After Daylight
5. After giving a client a back rub, the NST should always note:

(A) the last time the client had a back rub
(B) any change in the client’s skin
(C) client’s weight
(D) amount of lotion used
6. How should the NST communicate with a client who has a hearing loss?

(A) face the client when speaking
(B) repeat the statement
(C) shout so that the client can hear
(D) use a high-pitched voice

Correct Answers
1. B 2. B 3. B 4. C 5. B 6. A



Exam Results

You will receive a notification email from ABN if you pass or fail within seven (7) days of testing.

Score Reporting

ACCS will score your official examination results within 24-hours after a testing event is completed for the day. Score reports are provided online and available to the ABN staff only. Testing center staff are not permitted to share your examination results with you following your examination. Examinations results will not be given over the telephone, nor can they be sent by ABN to your employer.

Failing

If you fail the Examination, you will need to repeat the examination also called a re-take.

The ABN will allow three (3) attempts in the six (6) months after completing the Nursing Support Technician training program to pass the NST Examination. If you fail three (3) times, you will be required to re-train by successfully completing a new state-approved training program, after which you must re-take the examination.

Passing

Once you have passed the NST-C Examination, your name will be posted along with your permit number to the ABN License Look-Up site. You are required to renew the NST-C permit during the renewal period (September 1 through December 31) of every odd numbered year.



Grievance Process

All grievances must be in writing and submitted through the online system. The candidate must provide as much detail as possible in the grievance form. The grievance must be submitted within 30 days of the candidate's exam date. After receipt of the grievance form, the complaint will be investigated. Once the investigation is complete, ACCS will send email correspondence back to the candidate informing him/her of the outcome of the investigation. If the grievance is substantiated, the candidate will be allowed to retest at no additional cost. For details on how to submit a grievance, visit www.accs.edu/student-complaints/. You will receive a response within 30 days of receipt.

Renewal

Alabama Nursing Support Technicians must renew their permits every two years on the odd year. Example: the NST-C permit expires on 12/31/25 so renewal on the odd year would be from September 1, 2025, through December 31, 2025 at 4:30 PM. If not renewed the permit would lapse and you would not be eligible to work as an NST-C until the permit is reinstated. To stay current, review the Nursing Support Technician rules provided on the ABN website www.abn.alabama.gov.



The ABN Permit Process

Change of Address or Name

Your current employer must be kept informed of your correct address so that you can receive your notification of continued eligibility and permit status by the ABN. Failure to keep the ABN informed of an address change or email address may jeopardize your permit status.

To change your address, name, or email with the Alabama Board of Nursing, login to your "My Profile" account on the ABN website account and select "Manage Profile." Then select the "Edit Profile" button to change your address etc. If you need to change your name, you will need to submit a change request for ABN staff to review along with the appropriate legal documentation. You must upload written documentation (copy of a marriage certificate, a divorce decree, or another official document) to support your name change or request.

NOTE: Name changes **MUST** be accompanied by official supporting documentation, such as a copy of a marriage certificate, divorce decree, or other official document.

Notes:

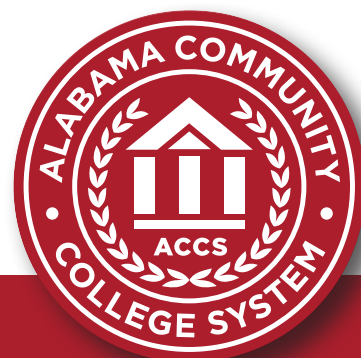
[illegible]

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Ave.
Montgomery, AL 36104
Toll Free: 1-800-656-5318
Fax: 1-334-293-5201



**The Alabama Community
College System**
135 South Union Street
Montgomery, AL 36104-4340
Phone: 334.293.4500
Fax: 334.293.4526